

CALIFORNIA ENERGY COMMISSION

1516 NINTH STREET
SACRAMENTO, CA 95814-5512
www.energy.ca.gov

**2004 State Energy Program Special Projects**

The U.S. Department of Energy's (DOE) National Energy Technology Laboratory (NETL) has released the Master Funding Opportunity (DE-PS26-04NT42068-00) and Program Category Sub-opportunities (DE-PS26-04NT42068-01A - DE-PS26-04NT42068-10) for the **2004 State Energy Program Special Projects**. The goal of the special projects activities are to assist states accelerate deployment of energy efficiency and renewable energy technologies, facilitate the commercialization of emerging and underutilized technologies, and to increase the responsiveness of Federally-funded technology development efforts to the needs of the marketplace.

Although there are 16 program categories in the federal Master Funding Opportunity, the California Energy Commission (Commission) will **only** be accepting proposals in the following categories:

Clean Cities – Niche Markets/AFV Fleets: DE-PS26-04NT42068-01A

Clean Cities – Refueling Infrastructure: DE-PS26-04NT42068-01B

Clean Cities – School Buses: DE-PS26-04NT42068-01C

Clean Cities – Coalition Support: DE-PS26-04NT42068-01D

Clean Cities – Truck Idling: DE-PS26-04NT42068-01E

Clean Cities – Clean Cities Ferry: DE-PS26-04NT42068-01F

Clean Cities – E-85 Fueling Network: DE-PS26-04NT42068-01G

Distributed Energy – Regional Combined Cooling Heating and Power Applications Centers:
DE-PS26-04NT42068-09

**ALL PROPOSALS MUST BE RECEIVED BY THE
GRANTS AND LOANS OFFICE ON OR BEFORE
MARCH 1, 2004, 4 p.m.**

No proposals will be accepted after 4 p.m.

Proposals must be addressed or delivered to:

**California Energy Commission
Grants and Loans Office
2004 SEP SPECIAL PROJECTS PROPOSAL
1516 Ninth Street, MS-1
Sacramento, CA 95814**

For your convenience, a copy of the Master Funding Opportunity (DE-PS26-04NT42068-00) announcement and selected Program Category Sub-opportunity documents are available in Word format and can be downloaded from the Commission's web site at <http://www.energy.ca.gov>.

Please review the Master Funding Opportunity (MFO) and appropriate Program Category Sub-opportunities documents **thoroughly**. The Master Funding Opportunity provides complete details on the

administrative requirements and application instructions. The Program Category Sub-opportunity documents provide specific program information, evaluation criteria, and any special requirements/instructions to be addressed in your proposal. DOE/NETL requires that **proposals must be in MS Word format only**. Documents not created in MS Word must be converted to MS Word in order to be submitted. Compressed, zipped, locked or “read-only” files, email or faxed copies will not be accepted.

A complete proposal package must adhere to and will include the following:

1. Proposal is submitted within the appropriate Program Category and contains the unique identifier code within the “subject” line of the application. (See Appendix C of MFO.)
2. Each section of the Proposal is saved as a separate MS Word file using DOE/NETL’s mandatory file name. (See 4.6 of MFO.)
3. All information required by DOE/NETL’s Master Funding Opportunity announcement, the appropriate Sub-category Opportunity Announcement and this PON is included in this proposal.
4. Applicant’s proposed cost share meets or exceeds the requirements for the appropriate Program Category.
5. For Clean Cities Proposals Only: Clean Cities Certification Checklist and Certification signed by your Clean Cities Coalition Coordinator.
6. Proposal includes one original signed copy, two additional copies, and an electronic copy on disk or rewritable CD (no zipped, compressed, locked or “read-only” files will be accepted), saved in **MS Word**.
7. Proposals must be delivered to the above address and received on or before the above-referenced due date and time.

Proposals that do not adhere to these requirements may not be processed or submitted to DOE/NETL.

PROPOSAL PREPARATION INSTRUCTIONS:

All files must be submitted in MS Word. Documents not created in MS Word must be converted to MS Word in order to be submitted. Compressed, zipped, locked or “read-only” files or paper copies will not be accepted.

Each file will be saved using DOE/NETL’s mandatory file name **and** the unique identifier code is included within the “Subject” line of the proposal.

PROPOSAL CONTENT:

The proposal must include the following files:

<u>Section</u>	<u>File Name</u>
Application (Form SF 424)	APPLICATION.doc
Budget (DOE F 4600.4)	BUDGET.doc
Budget Justification ¹	BUDGET JUSTIFICATION.doc
Project Summary/Abstract ²	PROJECT SUMMARY.doc

¹ For instructions, see page 11 of MFO and use Appendix B, NETL Format for Providing Budget Detail. Individual Appendix B’s should be submitted for all teaming members and subcontractors.

² Format for submission can be found on page 12 of MFO or at <http://www.netl.doe.gov/business/faapiat/app-files.html>.

Project Narrative³

PROJECT NARRATIVE.doc

ADDITIONAL FILES

Attachment 1 - Budget File for FFRDC⁴ Participant (if any)

FFRDC ATTACHMENT.doc

Attachment 2 - Letter(s) of Commitment⁵

COMMITMENT.doc

Attachment 3 - Statement of Project Objectives⁶

SOPO.doc

Attachment 4 - Personnel Resources⁷

RESOURCES.doc

FOR CLEAN CITIES ONLY

Clean Cities Cover Sheet⁸

COVER SHEET.doc

Clean Cities Coalition Letter of Support

CCC SUPPORT.doc

Clean Cities Coalition Checklist and Certification⁹

CERTIFICATION.doc

Your project start date cannot be **prior to September 1, 2004**. However, because we must have the DOE/NETL award document and Commission Business Meeting approval prior to the start date, we suggest **October 1, 2004**, for the project start date.

If your proposal contains proprietary information, please refer to Section VIII – Other Information, page 21 of the MFO for specific instructions.

If a portion of your project is to be performed by a Federally Funded Research and Development Center (FFRDC), please refer to Section 3.5 - Participation by a Federally Funded Research and Development Center, page 8 of MFO for specific instructions.

The Commission may, at its option, take indirect costs of 24% from your project budget. The Commission will not take indirect costs from proposals submitted under the Clean Cities Program area. Projects will be reviewed on a case-by-case basis to determine if indirect costs apply. Please contact the Grants and Loans Office at (916) 654-4455 and be prepared to submit your scope of work to determine whether indirect costs will be applied.

To enter into an agreement with the California Energy Commission, entities must be registered with the California Secretary of State and in good standing. For more information, please contact the California Secretary of State at <http://www.ss.ca.gov> or call (916) 653-6814.

³ Download the detailed instructions for preparing the project narrative file specific to the program category for which your proposal pertains. This detail is found within each specific program category sub-opportunity.

⁴ See Budget File for FFRDC Participant, page 11 of MFO for instructions.

⁵ See Attachment Files, page 13 of MFO, reference specific program categories for any additional requirements, or Appendix E of MFO.

⁶ See Attachment Files, page 13 of MFO.

⁷ See Attachment Files, page 13 of MFO.

⁸ For sub-categories 01A, B, C, E, F, and G, please use Exhibit 1 (Alternative Fuels). For sub-category 01D, please use Exhibit 1A (Coalition Support).

⁹ This is a California Energy Commission form and available at <http://www.energy.ca.gov>. To receive priority processing from the Commission, this form must be signed by your Clean Cities Coalition and submitted with your proposal.

To speak with Commission program staff, please contact:

Clean Cities

Peter Ward: (916) 654-4639
pward@energy.state.ca.us¹⁰

Distributed Energy – Regional Combined
Cooling Heating and Power Applications Centers

Mike Batham: (916) 654-4548
mbatham@energy.state.ca.us¹⁰

For administrative questions, please contact Karen Shimada, Grants and Loans Office, at (916) 654-4455 or kshimada@energy.state.ca.us¹⁰.

¹⁰Due to Internet viruses, please reference “2004 State Energy Program Special Projects” in the subject line of your email.

**FINANCIAL ASSISTANCE
ANNOUNCEMENT OF
FUNDING OPPORTUNITY**



**State Energy Program (SEP) Special Projects
Master Funding Opportunity**

DE-PS26-04NT42068-00

CFDA Number: 81.119 State Energy Program Special Projects

CONTACT: Kelly A. McDonald, Contract Specialist

**ISSUING OFFICE: U.S. DEPARTMENT OF ENERGY
National Energy Technology Laboratory
3610 Collins Ferry Road, P. O. Box 880
Morgantown, WV 26507-0880**

ISSUE DATE: January 15, 2004

DUE DATE: See Section IV and Appendix D

Information regarding this funding opportunity is available on the Department of Energy, Industry Interactive Procurement System (IIPS) web site at: <http://e-center.doe.gov>

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SECTION I - FUNDING OPPORTUNITY DESCRIPTION

1.1 SUMMARY

The Department of Energy (DOE), National Energy Technology Laboratory (NETL) is seeking applications on behalf of the DOE Office of Energy Efficiency and Renewable Energy (EERE), for a variety of Special Projects under the State Energy Program (SEP) in accordance with 10 CFR part 420. DOE is inviting States to submit applications under the Program Category Sub-opportunities outlined in this master funding opportunity to implement specific DOE EERE deployment activities and initiatives. Funding of approximately \$16,000,000 will be available under this opportunity in fiscal year 2004. Projects may be proposed with performance periods of one year to a maximum of three years. The estimated amount of DOE funding for individual awards is set forth in Appendix D. The cost sharing requirements are outlined in each Program Category.

1.2 BACKGROUND INFORMATION

Through financial assistance awards (grants or cooperative agreements) DOE intends to provide support to States under provisions of the SEP as authorized under Public Laws (PL) 94-385, 94-619, 94-580, 101-440; the Energy Policy and Conservation Act of 1992, PL 102-486; the DOE Organization Act, PL 95-91; the Renewable Energy and Energy Efficiency Technology Competitiveness Act of 1989, PL 101-218; the National Superconductivity and Competitiveness Act of 1988, PL 100-697; the Biomass Research and Development Act of 2000, PL 106-224; the Energy Conservation and Production Act, PL 94-163, and the Hydrogen Future Act of 1996, PL 104-271. These respective statutes cover the programs participating in the SEP Special Projects. All financial assistance provided under SEP Special Projects shall comply with applicable legislation. Negotiation, award, and administration will be in accordance with DOE Financial Assistance Rules (10 CFR Part 600). A copy of 10 CFR 600 may be obtained electronically at the Electronic Code of Federal Regulations website located at http://www.access.gpo.gov/nara/cfr/cfrhtml/00/Title_10/10cfr600_00.html.

Applications must be submitted through the DOE Industry Interactive Procurement System (IIPS). Any other form of submission will not be accepted. All applications must have an IIPS Transmission Date/Time stamp no later than 8:00 PM Eastern Time on the dates specified in Provision 4.8.

DOE's obligation for performance of this funding opportunity is contingent upon the availability of appropriated funds from which financial assistance awards can be made. No legal liability on the part of DOE may arise for performance until funds are appropriated and awards are made.

1.3 OBJECTIVES

The objectives of this solicitation are: (1) To directly involve States in activities to accelerate deployment of energy efficiency and renewable energy technologies; (2) to facilitate the commercialization of emerging and underutilized technologies; and (3) to increase the responsiveness of Federally-funded technology development efforts to the needs of the marketplace. DOE will pursue these objectives by entering into grants or cooperative agreements with State Energy Offices or other agencies responsible for administering the State Energy Program pursuant to 10 CFR part 420. States are encouraged to enter teaming arrangements with industry, small business, institutions of higher education, non-profit organizations, Native American organizations, and DOE national laboratories.

States are encouraged to develop and implement their Special Projects activities in conjunction with, or in collaboration with, the State office overseeing the environment, in cases where that is a viable approach. Energy and the environment are intertwined in many ways, and DOE believes in many situations Special Projects activities will benefit from interaction with State environmental offices.

This funding opportunity consists of a Master Announcement and the Program Category Sub-opportunities listed below. Applicants should submit an application under the Program Category that best fits the majority of effort to be performed. There is no limitation on the number of different applications that may be submitted; however, a separate application must be submitted to each Program Category identified below for which the Applicant is

interested in receiving an award. Each application must be complete and shall not rely upon another application for submission of the required documents.

Category Number	Program Category and Sub-opportunity Number
01A	Clean Cities – Niche Markets / AFV Fleets: DE-PS26-04NT42068-01A
01B	Clean Cities – Refueling Infrastructure: DE-PS26-04NT42068-01B
01C	Clean Cities – School Buses: DE-PS26-04NT42068-01C
01D	Clean Cities – Coalition Support: DE-PS26-04NT42068-01D
01E	Clean Cities – Truck Idling: DE-PS26-04NT42068-01E
01F	Clean Cities – Clean Cities Ferry: DE-PS26-04NT42068-01F
01G	Clean Cities – E-85 Fueling Network: DE-PS26-04NT42068-01G
02	Industrial Technology Program: DE-PS26-04NT42068-02
03	Building Codes and Standards: DE-PS26-04NT42068-03
04	Rebuild America: DE-PS26-04NT42068-04
05	Building America: DE-PS26-04NT42068-05
06	Federal Energy Management Program: DE-PS26-04NT42068-06
07	Solar Technology Program: DE-PS26-04NT42068-07
08	State Wind Energy Support: DE-PS26-04NT42068-08
09	Distributed Energy – Regional Combined Cooling Heating and Power Applications Centers: DE-PS26-04NT42068-09
10	Biomass: DE-PS26-04NT42068-10

SECTION II - AWARD INFORMATION

2.1 TYPE OF AWARD INSTRUMENT – GRANTS OR COOPERATIVE AGREEMENTS (OCT 2003)

DOE anticipates awarding financial assistance awards in the form of grants or cooperative agreements under this announcement.

2.2 ESTIMATED FUNDING (OCT 2003)

Approximately \$16,000,000 in DOE fiscal year 2004 funds are expected to be available for new awards under this announcement.

2.3 MAXIMUM AND MINIMUM AWARD SIZE (OCT 2003)

Estimated Ceiling (i.e., the maximum amount for an individual award made under this announcement): VARIES BY PROGRAM CATEGORY -- reference Appendix D for estimated funds availability for each specific Program Category.

Estimated Floor (i.e., the minimum amount for an individual award made under this announcement): VARIES BY PROGRAM CATEGORY -- however, reference Appendix D for estimated funds availability for each specific Program Category.

SECTION III - ELIGIBILITY INFORMATION

3.1 ELIGIBLE APPLICANTS - RESTRICTED ELIGIBILITY (OCT 2003)

Pursuant to 10 CFR 600.6(b), eligibility for award is restricted to **the 50 States, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the US Virgin Islands.** Applications must be submitted by the State Energy Office or other agency responsible for administering the State Energy Program pursuant to 10 CFR part 420, although States may work in collaboration with non-State partners. Non-State partners interested in collaborating with their respective State Energy Office must contact their respective State Energy Office. A list of State Energy Offices can be found at:

www.eere.energy.gov/buildings/state_energy/map_contacts.html.

For convenience, the term “State” in this announcement refers to all eligible Applicants.

3.2 PRE-APPLICATION TELECONFERENCE ORIENTATION (DEC 2003)

A pre-application teleconference orientation will be conducted for all potential applicants. Applicants should contact the DOE Regional Office SEP Program Manager for information regarding participation in the teleconference. This pre-application orientation will cover the administrative aspects of SEP Special Projects and a brief overview of IIPS. Prior to this pre-application teleconference orientation, all potential applicants should have registered in IIPS, utilized the IIPS practice site, and become familiar with the IIPS website. Questions to be addressed during the teleconference should be submitted through IIPS by February 10, 2004, 8:00 PM Eastern Time. Program-related questions will not be addressed at this teleconference. Additional questions asked during the teleconference will be consolidated and posted in IIPS. Following is the proposed schedule for the teleconference:

Date	States in the Following Regions	Times
Tuesday, February 24, 2004	Boston Regional Office Philadelphia Regional Office	10:00 -- 12:00 noon Eastern Time 2:00 -- 4:00 pm Eastern Time
Wednesday, February 25, 2004	Atlanta Regional Office Chicago Regional Office	10:00 -- 12:00 noon Eastern Time 1:00 -- 3:00 pm Central Time
Thursday, February 26, 2004	Denver Regional Office Seattle Regional Office	9:00 -- 11:00 am Mountain Time 12:00 -- 2:00 pm Pacific Time

3.3 COST SHARING (OCT 2003)

Cost sharing is a mandatory factor for award in some of the Program Categories. (See Appendix D and each individual Program Category for specifics regarding required cost sharing.) For those Program Categories where cost sharing is not a mandatory factor, cost sharing is encouraged. Applications should clearly identify if cost sharing is proposed. Third Party In-kind contributions (e.g., contributions of services or property; donated equipment, buildings, or land; or donated supplies by other than the Applicant or any team member), incurred as part of this project may be considered as all or part of the cost share as described under 10 CFR Part 600, Section 600.224. Foregone fee or profit by the applicant shall not be considered cost sharing under any resulting award.

Where required, cost shares are stated as percentages (i.e., 20%; 50%, etc.), and represent the part of the total cost of the project that must be provided by the recipient. For example, if the total cost of a proposed project is \$120,000 and the required cost share is 20%, the recipient will be required to provide at least \$24,000 of the cost and the Federal share would not exceed \$96,000. (“Cost share,” as the term is used in this solicitation, is never based on a percentage of the Federal financial assistance.)

Funds used to meet the Applicant’s cost sharing requirements must comply with 10 CFR part 600.224 and they (i) must be verifiable from the recipient’s records, (ii) must be necessary and reasonable for the proper and efficient accomplishment of the project, (iii) must not be included as a contribution for any other Federally-assisted project or program, (iv) must be allowable under the applicable cost principles, and (v) must not include costs borne by other

Federal financial assistance, unless provided for by statute, or funds or contributions that have been used to meet cost sharing requirements of other Federal financial assistance.

Funds included in State SEP formula grants, whatever the source, and costs covered by SEP formula grants, including salaries of State employees, may not be used to satisfy SEP Special Projects cost share requirements. Petroleum violation escrow (PVE) funds of the Warner and EXXON types may not be used for cost shares; PVE funds of the Stripper Well and Diamond Shamrock type may be used as appropriate.

It is important that sources and amounts of cost shares be clearly specified in the application. This will facilitate evaluations of the applications and will expedite final negotiations prior to a financial assistance award for projects selected for funding, helping to avoid delays at crucial steps in the process.

(See 10 CFR sections 420.31, 420.32, and 420.33, and 10 CFR part 600.224 for more information.)

3.4 FEDERALLY FUNDED RESEARCH AND DEVELOPMENT CENTERS (FFRDC) (OCT 2003)

FFRDC applicants are not eligible for an award. A list of the FFRDC's is available at <http://www.nsf.gov/sbe/srs/ffrdc/start.htm>. However, an application that includes performance of a portion of the work by a FFRDC will be evaluated and may be considered for award. (See below).

3.5 PARTICIPATION BY FEDERALLY FUNDED RESEARCH AND DEVELOPMENT CENTER CONTRACTORS (OCT 2003)

Federally Funded Research and Development Center (FFRDC) contractors are not eligible for an award under this announcement, but they may be proposed as a team member subject to the following guidelines:

AUTHORIZATION FOR NON-DOE FFRDCS

The Federal agency sponsoring the FFRDC must authorize in writing the use of the FFRDC contractor on the proposed project and this authorization must be submitted with the application. The use of a FFRDC contractor must be consistent with the contractor's authority under its award and must not place the FFRDC in direct competition with the private sector.

AUTHORIZATION FOR DOE FFRDCS

The cognizant contracting officer must authorize in writing the use of a DOE FFRDC contractor on the proposed project and this authorization must be submitted with the application. The following wording is acceptable for this authorization.

“Authorization is granted for the [] Laboratory to participate in the proposed project. The work proposed for the laboratory is consistent with or complimentary to the missions of the laboratory, will not adversely impact execution of the DOE assigned programs at the laboratory, and will not place the laboratory in direct competition with the domestic private sector.”

VALUE/FUNDING

The value of and funding for the FFRDC portion of the work will not normally be included in the award to a successful applicant. Usually, DOE will fund a DOE FFRDC contractor through the DOE field work proposal system and other FFRDC entities through an interagency agreement with the sponsoring agency.

COST SHARE

The applicant's cost share requirement will be based on the total cost of the project, including the applicant's and the FFRDC contractor's portions of the effort.

FFRDC CONTRACTOR EFFORT

The FFRDC effort, in aggregate, shall not exceed fifty (50) percent of the total estimated cost of the project, including the applicant's and the FFRDC contractor's portions of the effort.

RESPONSIBILITY

The applicant, if successful, will be the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues, including but not limited to disputes and claims, arising out of any agreement between the applicant and the FFRDC contractor.

SECTION IV - APPLICATION AND SUBMISSION INFORMATION

4.1 ADDRESS TO REQUEST APPLICATION PACKAGE (OCT 2003)

This announcement includes all the information needed to complete an application.

4.2 DUNS NUMBER (JAN 2004)

All applicants must include a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number in their application. For the purpose of this requirement, the applicant is the entity that meets the eligibility criteria and has the legal authority to apply for an award. For assistance in obtaining a DUNS number at no cost to the applicant, call the DUNS Number request line at 1 866-705-5711. Be prepared to provide the following information: (1) Organization name; (2) Address; (3) Telephone number; (4) Line of business; (5) Chief executive officer/key manager; (6) Date the organization was started; (7) Number of people employed; (8) Organization affiliation. If you do not already have a DUNS number, you should obtain one as soon as you decide to submit an application.

4.3 PRE-APPLICATION – NOT REQUIRED (OCT 2003)

Pre-applications are not required by DOE.

4.4 PROGRAM AREAS OF INTEREST (OCT 2003)

This funding opportunity notice contains multiple program areas of interest identified in the funding opportunity description. Applicants are cautioned that this funding opportunity announcement is a master announcement and that each program area of interest has its own program-specific number for submission of applications. For example, Program Area of Interest 02, Industrial Technology Program, has a funding opportunity number of DE-PS26-04NT42068-02. **Applications can not be submitted under the master announcement.**

Applicants should submit their application under the program area which best fits the majority of the effort to be performed. Do not submit an identical application under more than one area of interest.

4.5 COLLABORATIVE APPLICATIONS (DEC 2003)

Where a State is proposing to serve as the lead State in collaboration with a number of other State partners, the lead State by its submission of an application certifies that it is willing and able to subgrant or otherwise provide funds as needed to its partners. Where a group of States wishes to propose a collaboration but there is no State willing or able to meet the requirements of a lead State, each State must submit a separate application, with that State's funding needs requested, clearly drafted to spell out the collaborative nature of the project, and the partners involved.

4.6 APPLICATION (OCT 2003)

Applicants must include the following files in their application (See Section IV, "Other Submission Requirements" for instructions on how to submit your application). **Note: All applications must contain the unique identifier code within the "Subject" line of their application as described in Appendix C.**

For consistency, the applicant is instructed to use the file names specified below. Filename extensions shall clearly indicate the software application used for preparation of the documents (i.e., "xxx.doc" for Word files).

MANDATORY FILES	FILENAME
Application	APPLICATION.doc
Budget	BUDGET.doc
Budget Justification	BUDGET JUSTIFICATION.doc

Project Summary/Abstract	PROJECT SUMMARY.doc
Project Narrative	PROJECT NARRATIVE.doc
Certifications/Assurances/Representations	CERTIFICATIONS.doc

ADDITIONAL FILES

Attachment 1 - Budget File for FFRDC Participant (if any)	FFRDC ATTACHMENT.doc
Attachment 2 - Letter(s) of Commitment	COMMITMENT.doc or .pdf
Attachment 3 – Statement of Project Objectives	SOPO.doc
Attachment 4 – Personnel Resources	RESOURCES.doc

Application File

Applicants must complete a SF 424 application form. Save this form as a Word file, named “APPLICATION.doc.” The SF 424, is available on the NETL homepage at:

<http://www.netl.doe.gov/business/faapiaf/app-files.html>

Budget File

Applicants must complete a DOE F 4600.4 for showing the cumulative budget for the total project period. The DOE F 4600.4 is available on the NETL homepage at:

<http://www.netl.doe.gov/business/faapiaf/app-files.html>

You may request funds under any of the categories listed as long as the item and amount are necessary to perform the proposed work and are not precluded by the cost principles or program funding restrictions (See Section IV). Save these budget forms in a single Word file, named “BUDGET.doc.”

BUDGET FILE FOR FFRDC PARTICIPANT, IF ANY

If a non-DOE FFRDC contractor is to perform a portion of the work, provide a separate budget for the FFRDC contractor's work effort.

If a DOE FFRDC contractor is to perform a portion of the work, provide a DOE Field Work Proposal in accordance with the requirements in DOE Order 412.1 Work Authorization System available at <http://www.directives.doe.gov/pdfs/doe/doetext/neword/412/o4121.pdf>. All FFRDC budgets must be saved as a Word file, named “FFRDC ATTACHMENT.doc”.

Budget Justification

Budget detail is required in the format provided in Appendix B, NETL Format for Providing Budget Detail under Funding Opportunity Announcement No. DE-PS26-04NT42068.00. Failure to provide the detailed cost information as described in this format will result in an incomplete application. If a minimum cost share is required by the proposed Program Category, the applicant shall stipulate in the application the source and amount of cost sharing and the value of third party in-kind contributions proposed to meet the requirement. Additionally teaming members and subcontractors are also required to submit the detailed information with their budgets.

Justify proposed direct labor, travel, consultants, large subawards, large or unique “other direct costs”, equipment, etc.. For subawards, identify organization name, description of the scope of work, name of the project leader, and estimated total costs. The contracting officer may request a more detailed budget for a particular subaward, if your application is selected. Provide an explanation of the source, nature, amount and availability of any proposed cost sharing. Save this information in a Word file, named “BUDGET JUSTIFICATION.doc”.

Project Summary/Public Abstract

The project summary/public abstract must contain a summary of the proposed activity suitable for publication. It should be a self-contained document that identifies the name of the applicant, the principal investigator/project director, the project title, the objectives of the project, methods to be employed, the potential impact of the project (i.e., benefits, out comes), and participants (for collaborative projects). It should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate lay reader. This document must not include any proprietary or sensitive business information as the Department may make it available to the public. The project summary abstract must not exceed 1 page when printed using standard 8.5” by 11 paper with 1” margins (top, bottom, left and right). The type must be legible and not smaller than 11 point. The format for submission of this Project Summary can be found at <http://www.netl.doe.gov/business/faapiaf/app-files.html>. Save this information in an MS Word file, named “PROJECT SUMMARY.doc”.

Project Narrative File

This file shall include a cover page indicating the funding opportunity notice number, name and address of the Applicant, point of contact, telephone/FAX number/E-Mail address, title of project, and date of application.

NOTE: APPLICANTS MUST DOWNLOAD THE DETAILED INSTRUCTIONS FOR PREPARING THE PROJECT NARRATIVE FILE SPECIFIC TO THE PROGRAM CATEGORY FOR WHICH THEIR APPLICATION PERTAINS. THIS DETAIL IS FOUND WITHIN EACH SPECIFIC PROGRAM CATEGORY SUB-OPPORTUNITY.

The project narrative file should provide a clear description of the work to be undertaken and how you plan to accomplish it. The project narrative shall be structured in accordance with the evaluation criteria and requirements specified in each Program Category and shall include any information specifically identified to be furnished in the application.

It is requested that the project narrative not exceed ten (10) pages (excluding the cover page, Statement of Project Objectives, or letters of commitment) single-spaced, 1" margins (top, bottom, left, right), and when printed will fit on size 8 1/2" by 11" paper. The type must be legible and not smaller than 11 point. Evaluators will review only the number of pages specified.

Save this information in a Word file named “PROJECT NARRATIVE.doc”.

Certifications/Assurances/Representations File

NOTE: THIS FILE IS REQUIRED IF APPLICANT DOES NOT CURRENTLY HAVE A CERTIFICATIONS/ASSURANCES/REPRESENTATIONS PACKAGE ON FILE WITH DOE, OR, IF ANY UPDATES NEED TO BE MADE TO CURRENT ON-FILE PACKAGE.

Applicants must complete the DOE certifications/assurances/representations information. Save this information in a single Word file named “CERTIFICATIONS-ASSURANCES.doc”. The certifications/assurances/representations are available on the NETL homepage at:

<http://www.netl.doe.gov/business/faapiaf/app-files.html>

This program is not covered under Title XX through XXIII of EPACT. Applicants must complete the certifications/assurances/representations form set without the EPACT Representation.

Attachment Files

Attachment 1 - Budget File for FFRDC Participant (if any): See instructions as contained in Budget File instructions, above.

Attachment 2 - Letter(s) of Commitment:

NOTE: REFERENCE SPECIFIC PROGRAM CATEGORIES FOR ANY ADDITIONAL REQUIREMENTS FOR THE CONTENTS OF LETTERS OF COMMITMENT BEYOND THAT DESCRIBED BELOW.

Letters of commitment from cost share partners as required by Program Category, signed by an authorized official, identifying the organization, the percentage level, the amount, the source of cost sharing, and demonstrating that all aspects of the proposed project scope will be conducted as described by the Applicant. Letters of commitment may be submitted in either MS Word or PDF format. See Appendix E for a model Letter of Commitment.

NOTE: LETTERS OF COMMITMENT SUBMITTED ON COMPANY LETTERHEAD IDENTIFYING THE COMMITTING ORGANIZATION, AND CONTAINING THE TYPED SIGNATURE OF THE INDIVIDUAL AUTHORIZED TO COMMIT ON BEHALF OF THE ORGANIZATION IN THE SIGNATURE BLOCK OF THE LETTER, CONSTITUTE SUBMISSION OF ELECTRONICALLY SIGNED LETTERS.

Attachment 3 – Statement of Project Objectives (2 page limit):

The Statement of Project Objectives shall include a description of activities, by task, which is responsive to the technical requirements in each Program Category. In addition provide the following information within the 2 pages:

- a. The total estimated costs for each task;
- b. The title and number of hours for personnel proposed [both Applicant and participant(s)] by task;
- c. If total travel costs are \$30,000 or 25% of total budget (whichever is less) provide travel (including purpose) by task; and
- d. Proposed equipment over \$5,000 by task.

Attachment 4 - Personnel Resources (2 page limit): Duties for all key personnel (Applicant and participants) should be described in narrative form. Descriptions should be limited to one paragraph for each person.

4.7 MORE THAN ONE APPLICATION (JAN 2003)

You may submit more than one application. Each application must have its own unique title on the subject line (i.e., project title and principal investigator/project director, if any). For each application, you must first click on “Create Application” and then complete the information requested.

4.8 APPLICATION DUE DATE - MULTIPLE DUE DATES (OCT 2003)

Applications and amendments of applications must be received by the dates indicated below for the respective program categories, not later than 8:00 PM Eastern Time on the date specified. You are encouraged to transmit your application well before the deadline.

SUBMISSION DUE DATES	CATEGORY NUMBER
Monday, March 29, 2004	01D / 01F / 01G / 02 / 03
Wednesday, March 31, 2004	01A / 01C / 04 / 05 / 06
Friday, April 2, 2004	01B / 01E / 07 / 08 / 09 / 10

APPLICATIONS, INCLUDING APPLICATION FILES, RECEIVED AFTER THE DEADLINE, AS DEMONSTRATED BY THE IIPS DATE/TIME STAMP WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.

4.9 SUBMISSIONS FROM SUCCESSFUL APPLICANTS (OCT 2003)

Successful applicants may be required to complete an Environmental Questionnaire located in the forms section of the NETL Website at www.netl.doe.gov/business/forms/new/nepafrm.pdf, if their application is selected for negotiation of an award. Those Program Categories identified in Appendix D with a “YES” in the “NEPA CX” column may not be required to submit this questionnaire. The Environmental Questionnaire is designed to provide project-specific environmental information supplied by the applicant in order for DOE to evaluate any potential impacts (positive and negative) on the environment and shall be of enough detail for the Department to meet its requirements under the National Environmental Policy Act (NEPA) in its selection of applications for negotiation of an award. If selected for negotiation, the applicant will be notified whether or not they are required to complete the Environmental Questionnaire.

Applicants are restricted from taking any irreversible action prior to DOE reaching a final NEPA decision regarding the proposed project. Irreversible actions include demolition of existing buildings, site clearing, ground breaking, construction, and/or detailed design. This restriction, however, does not preclude the applicant from developing plans, preliminary designs, or performing other necessary support work prior to DOE reaching its final NEPA decision, provided the work has been authorized by DOE.

4.10 INTERGOVERNMENTAL REVIEW - NONE (OCT 2003)

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs".

4.11 FUNDING RESTRICTIONS (OCT 2003)

COST PRINCIPLES

Cost must be allowable in accordance with the applicable cost principles referenced in 10 CFR Part 600.

PRE-AWARD COSTS

Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

4.12 OTHER SUBMISSION REQUIREMENTS (OCT 2003)

ELECTRONIC SUBMISSION

Applications must be submitted through the DOE Industry Interactive Procurement System (IIPS) at <http://e-center.doe.gov>. Instructions on how to submit an application or an application amendment and how to register, submit questions, and view questions and answers are located on the web site at <http://e-center.doe.gov>, click on the “Help” button and click on “Frequently Asked Questions”.

Prepare all the required files in accordance with the instructions in this announcement prior to starting the transmission process. Submit the entire application package in one IIPS session (i.e., do not logoff before all the files are submitted).

When you are ready to submit your application, go to <http://e-center.doe.gov> and complete the IIPS cover page. Enter the project title and the principal investigator/project director, if any, in the “Subject” block. Then attach each file in the corresponding block in accordance with the IIPS guidance. Follow the instructions for submitting the application.

If you have any problems accessing information or submitting your application, contact the Help Desk at 1 800-683-0751 and select option 1, or send an email to HelpDesk@pr.doe.gov. **ONLY APPLICATIONS SUBMITTED THROUGH IIPS WILL BE CONSIDERED FOR AWARD.**

ELECTRONIC SIGNATURE

Applications submitted through IIPS constitute submission of electronically signed applications. The name of the authorized organizational representative (i.e., the administrative official, who, on behalf of the proposing organization, is authorized to make certifications and assurances or to commit the applicant to the conduct of a project) must be typed in the signature block on the form to be accepted as an electronic signature. Do not submit a scanned copy of the signed document.

IIPS REGISTRATION

In order to submit an application, you must be authorized by the applicant to submit an application on its behalf and you must register in IIPS. You are encouraged to register as soon as possible. You only have to register once to apply for any DOE award. To register go to <http://e-center.gov> and follow the registration instructions.

SECTION V - APPLICATION REVIEW INFORMATION

5.1 COMPLIANCE REVIEW CRITERIA (DEC 2003)

A compliance review will be performed to check the application package for its compliance with forms and page limits, and its responsiveness to the requirements of the solicitation. If an application doesn't meet all of the compliance review requirements below, it will be deemed non-responsive and will not be further reviewed. Applicants will be notified in writing of this determination. The compliance review will be performed to determine if the:

- (1) **Application is submitted in IIPS.**
- (2) **Application is submitted within the appropriate Program Category.**
- (3) Application is submitted as MS Word file attachments (all files must be MS Word, with the exception of Letters of Commitment which may be either MS Word or PDF format).
- (4) Application is complete. This review will include verifying that all the information required by the funding opportunity is included in the application.
- (5) Applicant is a State Energy Office or other agency responsible for administering the State Energy Program pursuant to 10 CFR part 420.
- (6) Applicant's proposed cost share meets the requirements of the Program Category.

Failure to comply with any of the above requirements will deem the application non-responsive and will not be considered for comprehensive evaluation.

5.2 COMPREHENSIVE MERIT REVIEW CRITERIA (DEC 2003)

All timely applications that fulfill the minimum application requirements, as determined under the compliance review criteria, will be eligible for comprehensive evaluation. Applications submitted in response to this funding opportunity will be evaluated and scored in accordance with the criteria listed in each Program Category.

Comprehensive evaluation of applications will be performed in accordance with 10 CFR Part 600.13 as implemented by the Office of the Assistant Secretary for Energy Efficiency and Renewable Energy in procedures published in the Federal Register on December 20, 2001. In evaluating applications, DOE reserves the right to use any assistance deemed advisable, in accordance with applicable regulations, including qualified personnel from other Federal agencies, other Government entities, universities, industry, and DOE contractors. These individuals will be required to protect the confidentiality of any specifically identified trade secrets and/or privileged or confidential commercial or financial information obtained as a result of their participation in this evaluation. Information contained in the applications shall be treated in accordance with the policies and procedures set forth in 10 CFR Part 600.15. Submission of an application constitutes consent to the DOE's use of outside evaluators.

DOE reserves the right to provide Financial Assistance to all, none, or certain parts of the application(s) submitted in response to this solicitation. All Applicants will be notified in writing of the action taken on their applications. Applicants should allow at least 90 days after the closing date for DOE's evaluation. The status of any application during the evaluation and selection process will not be discussed with Applicant(s).

5.3 OTHER SELECTION FACTORS (OCT 2003)

These factors, while not indicators of the Application's merit, e.g., technical excellence, cost, Applicant's ability, etc., may be essential to the process of selecting the application(s) that, individually or collectively, will best achieve the program objectives. Such factors are often beyond the control of the Applicant. Applicants should recognize that some very good applications may not receive an award because they do not fit within a mix of projects which, as a whole, meets the goals of the issuing Program Office and is consistent with DOE's and EERE's mission. Therefore, the following Program Policy Factors may be used by the Selection Official to assist in determining which of the ranked application(s) shall receive DOE funding support.

- (1) The desire to select a mix of projects which achieves the strategic goals of EERE;
- (2) The desire to select projects which maximize the significance of the projects in meeting gaps in specific EERE end-use sectors or technology areas;
- (3) The desire to select projects which produce a diverse portfolio of projects and or methodologies;
- (4) The desire to select projects which maximize the geographic diversity (considering past awards and current applications); and
- (5) The desire to select projects which maximize the availability of funds.

The above factors will be independently considered by the Selection Official in determining the optimum mix of applications that will be selected for support.

5.4 REVIEW AND SELECTION PROCESS (OCT 2003)

MERIT REVIEW

Applications that pass the compliance review will be subjected to a merit review in accordance with the Office of Energy Efficiency and Renewable Energy merit review procedures which were published in the Federal Register on December 20, 2001 (Vol. 66, No. 245).

SELECTION

The Selection Official will consider the merit review recommendation and program policy factors.

DISCUSSIONS AND AWARD

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient is capable of complying with the requirements in 10 CFR 600; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

5.5 ANTICIPATED ANNOUNCEMENT AND AWARD DATES – MULTIPLE DUE DATES (OCT 2003)

It is anticipated that selection and awards of financial assistance resulting from this announcement will be made this fiscal year. Awards are expected to be made within 90 calendar days following the selection.

SECTION VI - AWARD ADMINISTRATION INFORMATION

6.1 AWARD NOTICES (OCT 2003)

NOTICE OF SELECTION

DOE will notify applicants selected for award. This notice of selection is not an authorization to begin performance. (See Section IV with respect to the allowability of pre-award costs.)

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected. Unsuccessful applicants shall be notified in accordance with 10 CFR 600.19.

NOTICE OF AWARD

A Notice of Financial Assistance Award issued by the contracting officer is the authorizing award document. It includes, either as an attachment or by reference: (1) a budget that indicates the amounts, by categories of expenses, on which the agency has based its support; (2) the application; (3) applicable program regulations, if any; (4) special terms and conditions; (5) DOE assistance regulations at 10 CFR part 600, or, for Federal Demonstration Partnership (FDP) institutions, the FDP terms and conditions; and (6) a reporting checklist, which identifies the reporting requirements.

6.2 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS (OCT 2003)

The administrative requirements and national policy requirements (e.g., "generally applicable requirements") for DOE grants and cooperative agreements are contained in 10 CFR Part 600, except for grants made to Federal Demonstration Partnership (FDP) institutions. The FDP terms and conditions and DOE FDP agency specific terms and conditions are located on the National Science Foundation web site at www.nsf.gov. "Generally applicable requirements" are defined in 10 CFR 600.12.

6.3 LOBBYING RESTRICTION (INTERIOR ACT, 2003) (ENERGY AND WATER ACT, 2003) (JULY 2003)

The awardee agrees that none of the funds obligated on this award shall be made available for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete. This restriction is in addition to those prescribed elsewhere in statute and regulation.

A copy of the DOE "Lobbying Brochure" which provides a summary of the statutory and regulatory restrictions regarding lobbying activities for Federal contractors can be found at

<http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Procurement/Lobbying+Brochure?OpenDocument>

6.4 NOTICE REGARDING THE PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS -- SENSE OF CONGRESS (JULY 2003)

It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under this award should be American-made.

6.5 REPORTING (NOV 1998)

Failure to comply with the reporting requirements contained in this award will be considered a material noncompliance with the terms of the award. Noncompliance may result in a withholding of future payments, suspension or termination of the current award, and withholding of future awards. A willful failure to perform, a history of failure to perform, or of unsatisfactory performance of this and/or other financial assistance awards, may also result in a debarment action to preclude future awards by Federal agencies.

6.6 ENVIRONMENTAL, SAFETY & HEALTH (OCT 2003)

The recipient must comply with applicable Federal, State, and local environmental, safety and health laws and regulations for work performed under this award.

6.7 NOTICE REGARDING UNALLOWABLE COSTS AND LOBBYING ACTIVITIES (NOV 1998)

Recipients of financial assistance are cautioned to carefully review the allowable cost and other provisions applicable to expenditures under their particular award instruments. If financial assistance funds are spent for purposes or in amounts inconsistent with the allowable cost or any other provisions governing expenditures in an award instrument, the government may pursue a number of remedies against the Recipient, including in appropriate circumstances, recovery of such funds, termination of the award, suspension or debarment of the Recipient from future awards, and criminal prosecution for false statements.

Particular care should be taken by the Recipient to comply with the provisions prohibiting the expenditure of funds for lobbying and related activities. Financial assistance awards may be used to describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not to encourage or support political activities such as the collection and dissemination of information related to potential, planned or pending legislation.

6.8 REPORTING REQUIREMENTS (OCT 2003)

The Reporting Requirements shall be in accordance with 10 CFR Part 420.5.

SECTION VII - AGENCY CONTACTS

7.1 QUESTIONS (DEC 2003)

ALL QUESTIONS MUST BE SUBMITTED THROUGH THE "SUBMIT QUESTION" FEATURE IN IIPS. ALL QUESTIONS MUST BE SUBMITTED TO THE MASTER FUNDING OPPORTUNITY ANNOUNCEMENT.

All requests for explanation or interpretation of any part of the Funding Opportunity Announcement must be submitted through the "Submit Question" feature in IIPS. IN ORDER TO MAINTAIN CONSISTENCY AND EASE IN FINDING QUESTIONS AND ANSWERS, ALL QUESTIONS MUST BE SUBMITTED TO THE MASTER SOLICITATION. DOE reserves the right to not answer any questions submitted under specific topic areas. Once a question is submitted, it cannot be edited. Questions submitted as well as the government's response to these questions may be viewed by using the "View Questions" feature in IIPS. The Government reserves the right not to respond to questions submitted by telephone, E-mail or in person at any time. The deadline for submission of questions is March 22, 2004.

Questions regarding the content of the announcement should be submitted through the "Submit Question" feature of the DOE Industry Interactive Procurement System (IIPS) at <http://e-center.doe.gov>. Locate the announcement on IIPS and then click on the "Submit Question" button. Enter required information. You will receive an electronic notification that your question has been answered. DOE will try to respond to a question within 3 days, unless a similar question and answer have already been posted on the website.

Responses to questions may be viewed through the "View Questions" feature, button. If no questions have been answered, a statement to that effect will appear. You should periodically check "View Questions" for new questions and answers.

Questions regarding how to submit questions or view responses can be e-mailed to the IIPS HELP Desk at helpdesk@pr.doe.gov or by calling 1 (800) 683-0751.

SECTION VIII - OTHER INFORMATION

8.1 MODIFICATIONS (OCT 2003)

Notices of any modifications to this announcement will be posted on the DOE Industry Interactive Procurement System (IIPS).

If you register in IIPS, you may “Join the Mailing List” to receive an email when a modification or an announcement message is posted. To view modifications and announcement messages, locate the announcement on IIPS and click on the yellow folder next to the announcement number.

8.2 GOVERNMENT RIGHT TO REJECT OR NEGOTIATE (OCT 2003)

DOE reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

8.3 COMMITMENT OF PUBLIC FUNDS (OCT 2003)

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

8.4 PROPRIETARY APPLICATION INFORMATION (OCT 2003)

An application may include data, including trade secrets and/or privileged or confidential commercial or financial information which the applicant does not want disclosed to the public or used for any purpose other than evaluation of the application (See 10 CFR 600.15). The use and disclosure of such data may be restricted, provided the applicant marks the cover sheet of the application with the following legend and specifies the pages of the application which are to be restricted:

“The data contained in pages [] of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government's right to use or disclose data obtained without restriction from any source, including the applicant.”

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

“Use or disclosure of the data set forth above is subject to the restriction on the cover page of this application.”

8.5 EVALUATION BY NON-FEDERAL REVIEWERS (OCT 2003)

In conducting the merit review evaluation, the Government plans to use qualified non Federal personnel (e.g., DOE management and operating contractors, universities personnel, or other scientific/technical experts) as reviewers or advisors. The applicant, by submitting its application, consents to the use of non-Federal reviewers. Non-Federal reviewers will be required to sign a Conflict-of-Interest/Non-Disclosure Certificate prior to reviewing any application.

8.6 APPLICANT'S PAST PERFORMANCE (DEC 2003)

DOE reserves the right to solicit, from available sources, relevant information concerning an Applicant's and its major Participants' past performance, including timely submission of any previously requested documents, and will consider such information in its evaluation.

8.7 SUB-AWARDS TO DEBARRED AND SUSPENDED PARTIES (DEC 2003)

Applicants and participants, at any tier, must not make any subaward or permit any subaward to any party which is debarred, suspended, or is otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension" or is otherwise ineligible hereunder. The list of parties excluded from Federal procurement and non-procurement programs can be accessed through the Excluded Parties List System (EPLS) at <http://epls.arnet.gov>

8.8 LIST OF APPENDICES (DEC 2003)

Appendix A – Definitions

Appendix B – NETL Format for Providing Budget Detail under Funding Opportunity Announcement
No. DE-PS26-04NT42068

Appendix C – Application Identification

Appendix D – Program Category Matrix

Appendix E – Model Commitment Letter

APPENDIX A - DEFINITIONS

"Amendment" means a revision to the funding opportunity.

"Applicant" means the legal entity submitting the application as described in Provision 3.1. This entity may be one State or a single State representing a group of States that has chosen to submit a single application in response to the funding opportunity.

"Application" means the documentation submitted in response to the funding opportunity.

"Award" means the written documentation executed by a DOE Contracting Officer, after an applicant is selected, which contains the negotiated terms and conditions for providing financial assistance to the applicant. A financial assistance award may be either a grant or a cooperative agreement.

"Budget" means the cost expenditure plan submitted in the application, including both the DOE contribution and the applicant cost share.

"Budget Period" means an interval of time, specified in the award, into which a project is divided for budgeting purposes.

"Collaborative" means the group of States that have chosen to submit a single application in response to the funding opportunity.

"Contracting Officer" means the DOE official authorized to execute awards on behalf of DOE and who is responsible for the business management and non-program aspects of the financial assistance process.

"Cooperative Agreement" means a Financial Assistance instrument used by DOE to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and Substantial Involvement (see definition below) is anticipated between DOE and the applicant during the performance of the contemplated activity.

"Cost Sharing" means the respective share of total project costs required to be contributed by the applicant and by DOE. The required percentage of applicant cost share is to be applied to the total project cost (i.e., the sum of applicant plus DOE cost shares) rather than to the DOE contribution alone.

"Financial Assistance" means the transfer of money or property to an applicant or participant to accomplish a public purpose of support authorized by Federal statute through grants or cooperative agreements and subawards. In DOE, it does not include direct loans, loan guarantees, price guarantees, purchase agreements, Cooperative Research and Development Agreements (CRADAs), or any other type of financial incentive instrument.

"Federally Funded Research and Development Center (FFRDC)" means a research laboratory as defined by Federal Acquisition Regulation 35.017.

"Grant" means a financial assistance instrument used by DOE to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and no Substantial Involvement is anticipated between DOE and the applicant during the performance of the contemplated activity.

"Key Personnel" means the individuals who will have significant roles in planning and implementation of the proposed project on the part of the applicant and participants, including FFRDC's.

"Industry Interactive Procurement System (IIPS)" is DOE's Internet-based procurement system which allows access to DOE's business opportunities database, allows user registration and submittal of applications. <http://e-center.doe.gov/>

"Participant", for purposes of this funding opportunity and Program Category opportunities only, means any entity, except the applicant substantially involved in a consortium, or other business arrangement (including all parties to the application at any tier), responding to the announcement or Program Category opportunity.

"Program Policy Factors" are factors that, while not appropriate indicators of the application's merit, are essential to the process of choosing which applications will best achieve the program objectives. For example, program policy factors may reflect the desirability of selecting projects based on geographic distribution, diverse approaches, or complementary efforts.

"Project" means the set of activities described in an application, State plan, or other document that is approved by DOE for financial assistance (whether such financial assistance represents all or only a portion of the support necessary to carry out those activities).

"Project Period" means the total period of time indicated in an award during which DOE expects to provide support contingent upon satisfactory progress and available funds. A project period may consist of one or more budget periods and may be extended by DOE.

"Recipient" means the organization, individual, or other entity that receives a Financial Assistance award from DOE and is financially accountable for the use of any DOE funds or property provided for the performance of the project, and is legally responsible for carrying out the terms and conditions of the award.

"Selection" means the determination by the DOE Selection Official that negotiations take place for certain projects with the intent of awarding a Financial Assistance instrument.

"Selection Official" means the DOE official designated to select applications for negotiation toward award under a subject solicitation.

"Substantial Involvement" means involvement on the part of the government. DOE's involvement may include: shared responsibility for the performance of the project; providing technical assistance or guidance which the applicant is required to follow; and the right to intervene in the conduct or performance of the project. Such involvement will be negotiated with each applicant prior to signing any agreement.

"Third Party In-kind contributions" mean property or services which benefit a Federally-assisted project or program and which are contributed by non-Federal third parties without charge to the grantee, or a cost-type contractor under the grant agreement.

"Total Project Cost" means all the funds required to complete the effort proposed by the applicant, including DOE funds (including direct funding of any FFRDC) plus all other funds that will be committed by the applicant as cost sharing.

(12/2003)

APPENDIX B
U.S. DEPARTMENT OF ENERGY
NETL FORMAT FOR PROVIDING BUDGET DETAIL
UNDER FUNDING OPPORTUNITY ANNOUNCEMENT NO. DE-PS26-04NT42068



**BUDGET EXPLANATION AND OTHER REQUIREMENTS FOR
FINANCIAL ASSISTANCE AWARDS TO
STATE AND LOCAL GOVERNMENTS**

Applicant: _____ Budget Period – _____ To: _____
From: _____
Award/Proposal _____ Amendment _____
Number: _____ Number: _____

ALL INFORMATION REQUESTED ON THIS FORM MUST BE PROVIDED IN THE FORMAT AND SPACES PROVIDED UNDER EACH CATEGORY. IF ADDITIONAL SPACE IS NEEDED, APPLICANT MUST ATTACH A SEPARATE PIECE OF PAPER CONTAINING ADDITIONAL INFORMATION IN THE SAME FORMAT.

THE BUDGET MUST INCLUDE TOTAL PROJECT COSTS [DOE REQUESTED FUNDS PLUS APPLICANT AND THIRD PARTY PARTICIPANT (TEAM MEMBER(S)) COST SHARE AMOUNT].

The purpose of this form is to explain and justify all project costs identified on the DOE F 4600.4, including Federal (DOE), Non-Federal (State/Applicant), and all cost share amounts, such as third party cost share. In addition, each sub-participant should fill out one NETL Budget Detail Form that includes details on all 4600.4 budget items that would be expended and recorded through their budget offices or be directly attributed to their organization through in-kind services. NETL Budget Detail forms are not required at a sub-sub recipient level.

1. BUDGET INFORMATION

LIST ONLY THE APPLICANT'S PORTION OF COSTS IN ALL SECTIONS EXCEPT FOR SECTION 1.f., WHICH SHOULD INCLUDE ALL COSTS FROM OTHER (NON-APPLICANT RECIPIENT) PERSONNEL

- a. PERSONNEL** - List costs solely for employees of the Applicant. All other Participant (third party) personnel costs must be included under the Contractual (Item 1.f. below and on form DOE F 4600.4, Section B, line 6.f. Contractual)

Identify positions to be supported under the proposed award. Key personnel should be identified by title. All other personnel should be identified either by title or a group category. State the amounts of time (i.e., hours) to be expended, the composite base pay rate, total direct personnel compensation and identify the rate basis (e.g., labor distribution report, technical estimate, state civil service rates, etc.).

<u>Title/Group</u>	<u>Time</u>	X	<u>Pay Rate</u>	=	<u>(Total Compensation)</u>	<u>Rate Basis</u>
	0		\$0.00		\$0.00	
	0		\$0.00		\$0.00	
	0		\$0.00		\$0.00	
	0		\$0.00		\$0.00	
	0		\$0.00		\$0.00	
	0		\$0.00		\$0.00	
Total Compensation:					\$0.00	

b. FRINGE BENEFITS - A Federal Fringe Benefit Rate Agreement or proposal is required. Please check one of the boxes below.

- ☐ An approved Federal fringe benefit rate agreement has been previously submitted to DOE.
- ☐ An approved Federal Fringe Benefit rate agreement is in effect or pending and has not previously been submitted to DOE. A copy is attached which identifies the Federal agency point of contact.
- ☐ A current Federal fringe rate agreement is not in effect or pending. Attached is a rate proposal which includes the following:
A list of the current total yearly benefit accounts and costs that comprises total fringe benefits.
An explanation of the base used and the amount applied to develop the fringe rate.

<u>Title/Group</u>	<u>Total Compensation</u>	X	<u>Fringe Benefit Rate</u>	=	<u>Total Fringe Benefits</u>
	\$0.00		0.00		\$0.00
	\$0.00		0.00		\$0.00
	\$0.00		0.00		\$0.00
	\$0.00		0.00		\$0.00
	\$0.00		0.00		\$0.00
	\$0.00		0.00		\$0.00
Total Fringe Benefits:					\$0.00

c. TRAVEL - Identify total Foreign and Domestic Travel as separate items.

1. Are travel costs governed by organizational travel policies? ☐ Yes ☐ No
If no, provide basis for estimating costs.

2. For all travel provide information below. (Example: conferences, DOE sponsored meetings, project mgmt, etc.)

<u>Purpose of Travel</u>	<u>Estimated No. of Trips</u>	<u>Estimated Cost Per Trip</u>
	1	\$0.00
	1	\$0.00

1	\$0.00
1	\$0.00
1	\$0.00

Total Travel: \$0.00

- d. **EQUIPMENT** - Generally defined as an item with an acquisition cost in excess of \$5,000 and a useful life expectancy of more than one year. Further definitions can be found at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html

List the proposed equipment below and briefly justify its need as it applies to the Statement of Project Objectives.

<u>Equipment Item</u>	<u>Est. Unit Cost</u>	<u>Number of Units</u>	<u>Basis of Cost</u>	<u>Justification of Need</u>
	\$0.00	1		
	\$0.00	1		
	\$0.00	1		
	\$0.00	1		
	\$0.00	1		
	\$0.00	1		

Total Equipment Cost: \$0.00

- e. **SUPPLIES** - Generally defined is an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Further definitions can be found at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html

Provide the information below for supplies that total \$25,000 or are greater than 20% of total costs for the project, whichever is less. (Basis of cost -- vendor quotes, prior purchases of similar or like items, published price list, etc.).

<u>General Category of Supplies</u>	<u>Cost</u>	<u>Basis of Cost</u>	<u>Justification of Need</u>
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		

Total Supplies: \$0.00

- f. **CONTRACTUAL** - Section 600.236 sets forth standards for use by recipients in establishing procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Federal funds.

List all Participant [subcontract(s), sub-grant(s), and consultant(s)] costs including their cost share. Do not list vendors that provide goods and services. Go to the following website for further information:
http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html

<u>Participant Name</u>	<u>Total Cost</u>	<u>Cost Share</u>	<u>Short Work Description</u>
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
Total Contractual:	\$0.00		

- a. For each Participant with a total estimated cost (including cost share) in excess of \$50,000, or 20% of total costs (whichever is less), provide (i) a Statement of Work, (ii) a DOE F 4600.4 Federal Assistance Budget Information, and (iii) a completed NETL Budget Detail form.
 - b. Provide a sole source justification for any Participant not competitively selected with estimated project costs over \$100,000.
 - c. For support for which a Participant has not been identified, provide a scope of work and basis of cost estimate.
- g. CONSTRUCTION** - Construction, for the purpose of budgeting, means all types of work done on a particular building, including erecting, altering, or remodeling.

1. Identify the proposed construction costs, identifying the Participant to perform the construction.

<u>Participant Name</u>	<u>Total Cost</u>	<u>Cost Share</u>	<u>Short Work Description</u>
	\$0.00		
	\$0.00		
	\$0.00		
Total Construction:	\$0.00		

2. For each selected participant, provide (i) a Statement of Objectives, (ii) either a cost proposal or a completed NETL Budget Detail form and (iii) a DOE F 4600.4 Federal Assistance Budget Information.
 3. Provide a sole source justification for any Participant not competitively selected with estimated project costs over \$100,000.
 4. For support for which a Participant has not been selected, provide a scope of work and basis of cost estimate.
- h. OTHER DIRECT COSTS** - Other direct costs are items that cannot be properly included in the above categories.

Provide the information below for other direct costs that total \$25,000 or are greater than 20% of total costs for the project, whichever is less. (Basis of cost -- vendor quotes, prior purchases of similar or like items, published price list, etc.).

<u>General Description</u>	<u>Cost</u>	<u>Basis of Cost</u>	<u>Justification of Need</u>
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
Total ODCs:	\$0.00		

i. **INDIRECT COSTS** - A Federal Indirect Rate Agreement or proposal is required. Please check one of the boxes below.

- ☐ A Federal-approved indirect cost rate agreement has been submitted to the DOE.
- ☐ An approved Federal indirect cost rate agreement is in effect or pending and has not previously been submitted to DOE. A copy is attached which identifies the Federal agency point of contact.
- ☐ A current Federal approved indirect cost rate agreement is not in effect or pending. An indirect cost rate proposal is attached which includes the following:

List the accounts and amounts that comprise the total direct and indirect costs.

- Explain each base used and amount applied to develop each indirect rate per pool.
- Calculate the Indirect Rate(s) and enter the total amount in Section B, line 6.j. Indirect Charges on Form DOE F 4600.4.

<u>Indirect Cost Description</u>	<u>Cost</u>	<u>Basis of Cost</u>	<u>Justification of Need</u>
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
Total Indirect Costs:	\$0.00		

2. ADDITIONAL INFORMATION

a. COST SHARE

1. Identify the amount of cost sharing proposed by the Applicant and each Participant and the total amount as a percent of the total cost of the project. Cost sharing from other Federal sources cannot be counted as non-Federal Recipient contributions. Formula grant funding may not be used to satisfy cost share requirements. Non-Federal sources include private, state or local Government, or any sources that were not originally derived from Federal funds.

<u>Organization</u>	<u>Item</u>	<u>Amount</u>	<u>Type (cash, in-kind, etc.)</u>
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
Total Project Cost:	\$0.00	Cost Share Amount:	\$0.00
			Cost Share Percent:

2. For each cost share contribution identified as an in-kind contribution, please describe how the value of the in-kind contribution was derived.

APPENDIX C – APPLICATION IDENTIFICATION

For each application, an Applicant must first click on “Create Proposal” and then complete the information requested. In order for DOE to accurately identify each application, Applicants must enter the unique project title and the unique identification code in the “subject” line when submitting an application.

In the event that two or more applications are received from the same Applicant with the same unique project title and unique identification code, only the Application with the latest transmission time stamp will be considered for review. The unique identification code consists of the following 7 characters. Each segment is separated by a dash.

1 (Table B-1) – 2 (Table B-2) – 3 (Two digit sequential number) – 4 (2 letter State identifier)

1 – Single letter code designating the applicable cognizant Regional Office (Table B-1)

2 – Code designating the Program Category (Table B-2)

3 – Two digit sequential number designating the application within that Program Category (Each sequence within each Program Category will start with “01”)

4 – Two letter code of the State

For example, B-IT-06-MA would be the sixth Industries of the Future application submitted by the State of Massachusetts to the Boston Regional Office.

Table B-1

Code	Regional Office	Code	Regional Office
A	Atlanta Regional Office	D	Denver Regional Office
B	Boston Regional Office	P	Philadelphia Regional Office
C	Chicago Regional Office	S	Seattle Regional Office

Table B-2

Code	Program Category	Code	Program Category
CCNM	Clean Cities – Niche Markets / AFV Fleets	CS	Building Codes and Standards
CCSB	Clean Cities – School Buses	RA	Rebuild America
CCTI	Clean Cities – Truck Idling	BA	Building America
CCRI	Clean Cities – Refueling Infrastructure	FE	FEMP
CCCS	Clean Cities – Coalition Support	ST	Solar Technology Program
CCCCF	Clean Cities – Clean Cities Ferry	WE	State Wind Energy Support
CCFN	Clean Cities – Clean Cities E-85 Fueling Network	DE	Distributed Energy
IT	Industrial Technology Program	BP	Biomass

Program Category	Solicit Sub-Section	Funds Avail. (\$000)	Est. No. of Awards	Cost Share %	Cost Share (Notes)	Due Date (2004)	Maximum Award Per Application (\$000)	Eligibility Requirements	NEPA CX *	Links
Clean Cities – Niche Markets /AFV Fleets	01A	1,500	7 - 15	30% of the incremental cost of the AFVs		March 31	100 light duty veh.. 200 med & heavy-duty vehicles	Designated Clean Cities partnership	YES	
Clean Cities – Refueling Infrastructure	01B	1,800	7 - 12	30%	50% of non-Federal cost share in cash	April 2	150/project 250/cluster	Designated Clean Cities partnership	NO	
Clean Cities – School Buses	01C	750	3 - 4	20%	20% of non-Federal cost share in cash	March 31	100 to 200 per project	Designated Clean Cities partnership	NO	http://www.ccities.doe.gov
Clean Cities – Coalition Support	01D	600	30	50%	50% of non-Federal cost share in cash	March 29	20 to 25/project	Designated Clean Cities partnership	YES	
Clean Cities – Truck Idling	01E	200	2	50%	30% of non-Federal cost share in cash	April 2	100 per project	Designated Clean Cities partnership	YES	
Clean Cities Ferry	01F	150	1	50%		March 29	150 per project	Designated Clean Cities partnership	YES	
Clean Cities E-85 Fueling Network	01G	110	1	None		March 29	1	Designated Clean Cities partnership	NO	
Industries of the Future	02	1,000 - 2,000	7 - 15	30% required		March 29	100 - 150/project	N/A	YES	http://www.eere.energy.gov/
Building Codes & Standards	03	1,650	9 - 15	25% is required	Higher level cost share is encouraged	March 29	200/state/project	N/A	YES	
Rebuild America	04	3,000	30	20% required	Higher level of cost sharing is encouraged.	March 31	100/project	N/A	YES	http://www.rebuild.org
Building America	05	300	6	20%	50% cost share is encouraged.	March 31	100/project	N/A	YES	http://www.eere.energy.gov/buildings/building_america/

Program Category	Solicit Sub-Section	Funds Avail. (\$000)	Est. No. of Awards	Cost Share %	Cost Share (Notes)	Due Date (2004)	Maximum Award Per Application (\$000)	Eligibility Requirements	NEPA CX *	Links
FEMP	06	400	6	No cost share required	Cost share is encouraged.	March 31	250/project	N/A	YES	http://www.eere.energy.gov/femp/
Solar Technology Program	07	250	2	50%	Higher level of cost sharing is encouraged.	April 2	100 - 150/project	N/A	NO	
Wind Energy – Tall Towers	08	250	2 - 3	50%	50% minimum	April 2	75 to 125/project	N/A	YES	
DER – CHP Apps Centers	09	800	4 - 8	20%		April 2	150 - 300/project	N/A	YES	www.chpcentermw.org and http://www.eere.energy.gov/der/chp/
Biomass	10	500	6 - 10	25% required	Higher cost share is encouraged.	April 2	50 to 75/project	N/A	YES	

APPENDIX E – MODEL COMMITMENT LETTER

(To be provided on contributor's letterhead)

Date

TO:

State Agency

State Agency address

The purpose of this letter is to confirm [*company name*] commitment to the [*title of project*] if selected for participation in an award from the Department of Energy. As shown in the application, we are proposing [\$nnn cash contribution] and/or [\$nnn in-kind contribution] to support the project. We have submitted this information to the [State Agency] prior to the closing date of the State Energy Program Special Project Solicitation.

[Insert any additional narrative that may be necessary to further explain the value, nature and other qualitative measures of the participant's cost share]

I hereby represent that the above information is true and correct, and my proposed cost sharing contribution meets all of the requirements of 10 CFR 600.224 and specifically complies with the criteria set forth in Section II General Information, I. Cost Sharing of the Solicitation.

Signature

//TYPED NAME OF AUTHORIZED OFFICIAL//

Title

ESTIMATED FUNDS AVAILABLE: \$1,500,000

ESTIMATED NUMBER OF PROJECTS: 7- 15

FUNDING CEILINGS/EXPECTED RANGE OF FUNDING: \$100,000 for light-duty alternative fuel vehicles (AFVs), and \$200,000 for medium and heavy-duty alternative fuel vehicles

COST SHARE: 30% non-Federal cost share of the incremental cost of the AFVs

BACKGROUND AND OBJECTIVES: The goal of the U.S. Department of Energy's (DOE) Clean Cities program is to accelerate the development of a sustainable alternative fuels market through public/private Clean Cities partnerships formed around the country. The program will continue to provide funds to State Energy Offices for Special Projects to support Clean Cities' alternative fuels and petroleum reduction projects through the development of infrastructure, niche markets, idle reduction technologies, and strategic alliances between the Federal, State and local government partners and private sector Clean Cities stakeholders.

The Clean Cities program is offering funding to help ensure that local Clean Cities coalitions are vibrant, active coalitions enabling fleet customers to increase their use of AFVs. This sub-solicitation for niche market fleets is interested in projects that promote acquisition of commercially available AFVs that maximize alternative fuel use, especially when those vehicles support an AFV niche market activity center or niche deployment strategy;

Proposals must include the Clean Cities Cover Sheet (Exhibit 1) which summarizes significant proposal elements.

Note: Projects requesting funding assistance for both vehicles and related fueling infrastructure must be submitted as separate proposals. Each proposal should clearly reference the other in order to assure proper consideration. School bus and related infrastructure projects must be submitted as a combined proposal.

PROJECT REQUESTED/AREA OF INTEREST: Funding is available for a portion of the incremental cost of new dedicated, highway-certified AFVs that will maximize alternative fuel use. DOE has particular interest in funding medium and heavy-duty vehicles, for use on roads and highways. Priority will be given to "Niche markets" fleets (such as airport shuttle buses and vans, taxi fleets, cargo delivery vehicles, and local government fleets of refuse haulers, motor pools, and support operations) that demonstrate a strategy which concentrates AFVs in activity centers that maximize infrastructure utilization. Applications that include bi-fuel or dual fuel AFV technologies must submit a fuel data collection and reporting plan that will be used for the duration of the project to document and verify maximum fuel usage. In addition, bi-fuel or dual fuel AFV proposals must describe what refueling infrastructure is available and how the applicant will ensure maximum alternative fuel use. Incremental costs for AFV projects must be

calculated on the net price difference between the proposed AFV and a similarly equipped, conventionally-fueled vehicle after all other applicable manufacturer and local/State rebates and cash equivalent incentives are applied. Information, based on manufacturer bids, must be included in the application to support the costs of the AFVs to be acquired. AFVs that are acquired with SEP Special Project funds must display a Clean Cities decal that will be provided by DOE. Applications must describe how local communities, stakeholders, fleet operators, media and the general public will learn about the benefits of AFVs. The Clean Cities program is interested in funding projects not to exceed \$100,000 per project for light duty AFVs, and \$200,000 per project on medium and heavy-duty AFVs.

Note: Depending on the number and type of proposals that are received related to hydrogen powered vehicles, Clean Cities may decide to evaluate hydrogen projects separate from other alternative fuel technologies, using the same scoring criteria.

EVALUATION CRITERIA:

Proposals submitted will be evaluated and ranked by the following criteria:

1. Probability of project success based on the technical feasibility of the project, thoroughness of project implementation plan, identification and qualifications of appropriate team members, and quality of supporting documentation (i.e. fleet and financial letters of commitment and letters with AFV cost information.) **(35 points)**
2. Energy security introduced as a result of this project and/or by the estimated alternative fuel used in vehicles purchased in niche markets, fuel ferry and school bus sub-solicitations. **(30 points)**
3. Probability of project success, as indicated by coalition and partner(s) past performance as reflected in previous project final report and the WinSaga data base. The proposal should demonstrate that the team has sufficient expertise and experience to bring the project to a successful conclusion. Grading factors will include: successful prior project management experience with significant AFV and infrastructure deployment results and prior AFV related grant implementation success; and consistency with previously documented coalition goals, and completeness of 2002 Clean Cities Annual Survey. **(10 points)**
4. Extent to which project will contribute to a sustainable alternative fuel market and potential for future growth without additional Federal funding. **(10 points)**
5. Greater cost share participation or cash equivalent contribution than what is required. Financial investment and active participation from other coalition stakeholders and partners are strongly encouraged. **(10 points)**

6. Visibility of project activities - probability of increasing awareness and acceptance of alternative fuels and AFVs among target sectors in the local community including, but not limited to, current stakeholders, fleet operators, media, and the general public. Clean Cities decals must be used if AFVs are being purchased. **(5 points)**

SPECIAL REQUIREMENTS:

In all cases, letters of commitment (not support) must accompany the proposal to substantiate cost share.

Fuel provider fleets covered by EPA Act are not eligible to receive funds to purchase vehicles for their own fleets under the niche market category.

States must submit special project proposals for alternative fuel transportation projects in partnership with their local, officially-designated Clean Cities coalition. A letter to this effect, from the coalition, indicating that the coalition recommends this proposal for funding must accompany the proposal.

Only projects located in active, designated (or approved for designation) Clean Cities are eligible for funding. An “active” coalition is one with a valid and approved Memorandum of Understanding with DOE. “Approved for designation” means that DOE has authorized a designation ceremony for a coalition, making the coalition eligible to compete.

Projects are evaluated on the value of cost share, and the type of in-kind services being offered, not necessarily the total declared value of the contribution in the proposal, although the minimum requirement must be met. For instance, in-kind services such as general office costs, which would be paid regardless of SEP funding, are valued much lower than a strictly financial contribution tied directly to the project.

Funds for niche market sub-solicitation are intended to pay for a portion of the incremental cost of the vehicle. However, DOE recognizes that project management costs may be necessary. If project management costs are included in the budget, the project manager must be identified and his/her responsibilities described. Project management costs are not the same as administration costs.

If the applicant requests funding from more than one special project sub-solicitation, a separate proposal for each sub-solicitation must be submitted for evaluation. For example, projects that entail funding for both vehicle acquisition, and infrastructure development to fuel those vehicles, must be submitted as two separate proposals addressing the criteria identified in the Niche Markets and Infrastructure sub-solicitations, respectively. It should be noted in both proposals, however, that funding has been requested in more than one sub-solicitation. The exception to this is for school bus sub-solicitation.

A final report will be required by resultant awards. This report will include copies of invoices indicating the number of AFVs purchased, the price, date of delivery and purchaser and lists of applicable rebates or other non-DOE incentives applied for or received.

States can not make final invoice payment until the final report and all project milestones have been submitted to the appropriate DOE Clean Cities Regional Office.

The performance track record of prospective grantees which have received previous grants will be taken into account. Applicants must describe the status and results of previous grants in the application.

ESTIMATED FUNDS AVAILABLE: \$1,800,000

ESTIMATED NUMBER OF PROJECTS: 7 - 12

FUNDING CEILINGS/EXPECTED RANGE OF FUNDING: \$150,000 or \$250,000 for “cluster” projects. A “cluster” project contains a minimum of three commercial or “mini-fast-fill” refueling installations in a specific geographic area or ten or more residential/home refueling devices in the same region.

COST SHARE: 30% non-Federal cost share with 50% of this amount in cash

BACKGROUND AND OBJECTIVES: The goal of the U.S. Department of Energy’s (DOE) Clean Cities program is to accelerate the development of a sustainable alternative fuels market through public/private Clean Cities partnerships formed around the country. The program will continue to provide funds to State Energy Offices for Special Projects to support Clean Cities’ alternative fuels and petroleum reduction through the development of infrastructure, niche markets, idle reduction technologies, and strategic alliances between the Federal, State and local government partners and private sector Clean Cities stakeholders.

The Clean Cities program is offering funding to help ensure that local Clean Cities coalitions are vibrant, active coalitions enabling fleet customers to increase their use of AFVs. This sub-solicitation for refueling infrastructure is interested in projects that promote AFV infrastructure development.

Proposals must include the Clean Cities Cover Sheet (Exhibit 1) which summarizes significant proposal elements.

Note: Projects requesting funding assistance for both vehicles and related fueling infrastructure must be submitted as separate proposals under two sub-solicitations Niche Markets and Refueling Infrastructure. Each proposal should clearly reference the other in order to assure proper consideration.

PROJECTS REQUESTED/AREA OF INTEREST Infrastructure projects can include new dispensing facilities, or additional equipment or upgrades and improvements to existing AFV refueling sites. Funding can be used to purchase equipment or to pay for specific turn-key fueling services by qualified AFV fuel providers. Project proposals should include the fuel type, estimated fuel use sales (i.e. fuel quantity based on fleet commitments, not the total capacity of the station), and the projected number of AFVs that will use the facility. Whenever possible, identify actual fleets that have pledged to use the sites and attach letters of commitment to that effect. Projects that include fleet commitments for fuel purchases at the fueling site will be ranked higher. Extra consideration will be given to refueling sites that have shared fleet or open (public) access provisions. Projects that include card lock systems must utilize a universal reader technology and, whenever possible, support station networking protocols already established in

the region. Refueling sites that contribute to an infrastructure corridor development plan or regional strategy are desirable and should be clearly noted. Also desirable are refueling stations which will provide alternative fuels to EPA-covered (Federal, State, and fuel provider) fleets. These fleets should be identified. Each refueling site location must be identified and applicants must submit a project implementation plan that includes a proposed construction schedule, a discussion of permitting requirements, and environmental assessment needs. The applicant has one year after the award date to complete local permitting requirements or DOE funds will be de-obligated. In this category, the Clean Cities is interested in providing a maximum of \$150,000 per project. Projects that include multiple fuel types (i.e. propane and E-85) at the same location must provide evidence of essential support from each fuel provider for each fuel type being proposed, in addition to evidence of fleet commitments. Additionally, Clean Cities is interested in providing a maximum of \$250,000 per project for “cluster” refueling infrastructure projects. A “cluster” project contains a minimum of three commercial or “mini-fast-fill” refueling installations in a specific geographic area or ten or more residential/home refueling devices in the same region. Projects proposing home refueling systems will be required to show technical oversight by a project manager who will collect and report fuel use and customer satisfaction survey data to the appropriate DOE Regional Clean Cities office on March 30 and September 30. The home refueling systems can only be used to refuel licensed conventional on-road AFVs (golf carts, fork lifts, novelty vehicles, and neighborhood vehicles are not eligible). Full production facilities are not eligible.

Note: Depending on the number and type of proposals that are received related to hydrogen powered vehicles, Clean Cities may decide to evaluate hydrogen projects separate from other alternative fuel technologies, while using the same evaluation criteria described in this sub-solicitation.

EVALUATION CRITERIA:

Proposals submitted will be evaluated and ranked by the following criteria:

1. Probability of project success based on the technical feasibility of the project, thoroughness of project implementation plan, identification and qualifications of appropriate team members, and quality of supporting documentation (i.e. fleet and financial letters of commitment, letters identifying site locations, letters with equipment bids information.) **(35 points)**
2. Energy security benefits as indicated by the estimated amount of fuel dispensed at alternative fuel refueling stations introduced as a result of this project. **(30 points)**
3. Probability of project success, as indicated by coalition and partner(s) past performance as reflected in previous project final report and the WinSaga data base. The proposal should demonstrate that the team has sufficient expertise and experience to bring the project to a successful conclusion. Grading factors will include: successful prior project management experience with significant infrastructure deployment results, prior AFV

related grant implementation success; and consistency with previously documented coalition goals, and completeness of 2002 Clean Cities Annual Survey. **(10 points)**

4. Extent to which project will contribute to a sustainable alternative fuel market and potential for future growth without additional Federal funding. **(10 points)**
5. Greater cost share participation or cash equivalent contribution than what is required. Financial investment and active participation from other coalition stakeholders and partners are strongly encouraged. **(10 points)**
6. Visibility of project activities - probability of increasing awareness and acceptance of alternative fuels and AFVs among target sectors in the local community including, but not limited to, current stakeholders, fleet operators, media, and the general public. Clean Cities decals must be used if AFVs are being purchased. **(5 points)**

SPECIAL REQUIREMENTS:

In all cases, letters of commitment (not support) must accompany the proposal to substantiate cost share

Fuel providers, as participating private-sector partners, must be in compliance with the EPA's alternative fuel vehicle acquisition rule in order to be eligible to receive Clean Cities funding under this sub-solicitation.

States must submit special project proposals for alternative fuel transportation projects in partnership with their local, officially-designated Clean Cities coalition. A letter to this effect, from the coalition, indicating that the coalition recommends this proposal for funding must accompany the proposal.

Only projects located in active, designated (or approved for designation) Clean Cities are eligible for funding. An "active" coalition is one with a valid and approved Memorandum of Understanding with DOE. "Approved for designation" means that DOE has authorized a designation ceremony for a coalition, making the coalition eligible to compete.

Projects are evaluated on the value of cost share, and the type of in-kind services being offered, not necessarily the total declared value of the contribution in the proposal, although the minimum requirement must be met. For instance, in-kind services such as general office costs, which would be paid regardless of SEP funding, are valued much lower than a strictly financial contribution tied directly to the project.

Funds are intended to pay for hardware and/or turn-key fueling services. However, DOE recognizes that project management costs may be necessary. If project management costs are included in the budget, the project manager must be identified and his/her responsibilities described. Project management costs are not the same as administration costs.

Proposals must be adequately documented. If hardware is to be purchased, bids identifying hardware cost must be included.

If the applicant requests funding from more than one special project category, a separate proposal for each category must be submitted for evaluation. For example, projects that entail funding for both vehicle acquisition, and infrastructure development to fuel those vehicles, must be submitted as two separate proposals addressing the criteria identified in the Niche Markets and Refueling Infrastructure sub-solicitations, respectively. It should be noted in both proposals, that funding has been requested in more than one sub-solicitation.

A final report will be required by resultant awards. This report will include site location, permit verification, date opened, equipment selection with itemized costs or final bid information, types of fueling services that will be provided, and a list of fleet participants and key partners.

States can not make final invoice payment until the final report and all project milestones have been submitted to the appropriate DOE Clean Cities Regional Office.

The performance track record of prospective grantees which have received previous grants will be taken into account. Applicants must describe the status and results of previous grants in the application.

Applicants should be aware that permits may be required for many infrastructure projects. If the applicant does not have the required permits within one year of the grant negotiation date, funds for the grant will be de-obligated.

CLEAN CITIES SCHOOL BUSES:**DE-PS26-04NT42068-01C****ESTIMATED FUNDS AVAILABLE:** \$750,000**ESTIMATED NUMBER OF PROJECTS:** 3 - 4**FUNDING CEILINGS/EXPECTED RANGE OF FUNDING:** \$200,000 maximum per project**COST SHARE:** 20% non-Federal cost share with 20% of this amount in cash.

BACKGROUND AND OBJECTIVES: The goal of the U.S. Department of Energy's (DOE) Clean Cities program is to accelerate the development of a sustainable alternative fuels market through public/private Clean Cities partnerships formed around the country. The program will continue to provide funds to State Energy Offices for Special Projects to support Clean Cities' alternative fuels and AFVs through the development of infrastructure, niche markets, idle reduction technologies, and strategic alliances between the Federal, State and local government partners and private sector Clean Cities stakeholders.

The Clean Cities program is offering funding to help ensure that local Clean Cities coalitions are vibrant, active coalitions enabling fleet customers to increase their use of AFVs. This sub-solicitation for school buses and related infrastructure is interested in projects that promote the acquisition of AFV school buses and refueling infrastructure.

Proposals must include the Clean Cities Cover Sheet (Exhibit 1) which summarizes significant proposal elements.

Note: School bus and related infrastructure projects must be submitted as a combined proposal.

PROJECTS REQUESTED/AREA OF INTEREST: Funding is available to support DOE's Energy Smart Schools initiative. Clean Cities is interested in funding the incremental costs of alternative fuel school buses and the cost of refueling site for these buses. Projects involving the use experimental vehicle technologies will **not** be funded. Applicants are encouraged to coordinate/partner with bus original equipment manufacturers (OEMs), and other school bus fleets interested in similar vehicle platforms to maximize factory orders for specific bus types. Priority will be given to projects that are identified as being part of this type of industry consortium partnership. Alternative fuel school buses in this category must use emissions certified engines. DOE has particular interest in funding larger projects (5 or more new alternative fuel buses for one location), as well as expansion projects where additional AFV buses are acquired to expand existing AFV bus fleets. Projects requesting funding assistance for both school buses and related refueling infrastructure are to be submitted as one combined proposal in this category. The refueling infrastructure components of the proposal can include new dispensing facilities, or additional equipment or upgrades and improvements to existing AFV refueling sites. Funding can be used to purchase equipment or to pay for specific turn-key fueling services by qualified AFV fuel providers. Include the fuel type, estimated fuel use sales

(i.e. fuel quantity based on fleet commitments, not the total capacity of the station), and the projected number of AFVs/buses that will use the facility. If other fleets will also be using this site attach letters of commitment to that effect. Buses purchased with DOE funds must display a Clean Cities decal that will be provided by DOE. In this sub-solicitation, Clean Cities will fund projects up to \$200,000 per project. A non-Federal cost share of 20%, with 20% of this amount in cash, is required. A detailed tutorial that describes how to prepare a proposal in this category is available online at <http://www.ccities.doe.gov/funding.shtm#bus>. The tutorial includes a thorough discussion of critical project elements, technical requirements, and other information that is helpful in preparing a competitive proposal. Please note that if there are any discrepancies between the tutorial and the solicitation, the solicitation prevails.

EVALUATION CRITERIA:

Proposals will be evaluated and ranked by the following criteria:

1. Probability of project success based on the technical feasibility of the project, thoroughness of project implementation plan, identification and qualifications of appropriate team members, and quality of supporting documentation (i.e. fleet and financial letters of commitment, letters identifying site locations and letters with equipment bids information.) **(35 points)**
2. Energy security benefits as indicated by the estimated amount of petroleum displaced as a result of this project and/or by the estimated alternative fuel used in vehicles purchased in sub-solicitations for niche markets, refueling infrastructure, and ferry demonstration. **(30 points)**
3. Probability of project success, as indicated by coalition and partner(s) past performance as reflected in previous project final report and the WinSaga database. The proposal should demonstrate that the team has sufficient expertise and experience to bring the project to a successful conclusion. Grading factors will include: successful prior project management experience with significant school bus and infrastructure deployment results, prior AFV related grant implementation success; and consistency with previously documented coalition goals, and completeness of 2002 Clean Cities Annual Survey. **(10 points)**
4. Extent to which project will contribute to a sustainable alternative fuel market and potential for future growth without additional Federal funding. **(10 points)**
5. Greater cost share participation or cash equivalent contribution than what is required. Financial investment and active participation from other coalition stakeholders and partners are strongly encouraged. **(10 points)**
6. Visibility of project activities - probability of increasing awareness and acceptance of alternative fuels among target sectors in the local community including, but not limited to, current stakeholders, fleet operators, media, and the general public. **(5 points)**

Special Requirements:

In all cases, letters of commitment (not support) must accompany the proposal to substantiate cost share. Without letters of commitment, the non-Federal cost share requirement will be assumed to be not met, and the proposal will not be considered.

States must submit special project proposals for alternative fuel transportation projects in partnership with their local, officially-designated (or approved for designation) Clean Cities coalition. A letter to this effect, from the coalition, indicating that the coalition recommends this proposal for funding must accompany the proposal.

Only projects located in active, designated (or approved for designation) Clean Cities are eligible for funding. An “active” coalition is one with a valid and approved Memorandum of Understanding with DOE. “Approved for designation” means that DOE has authorized a designation ceremony for a coalition, making the coalition eligible to compete.

Projects are evaluated on the value of cost share, and the type of in-kind services being offered, not necessarily the total declared value of the contribution in the proposal, although the minimum requirement must be met. For instance, in-kind services such as general office costs, which would be paid regardless of SEP funding, are valued much lower than a strictly financial contribution tied directly to the project.

DOE recognizes that project management costs may be necessary. If project management costs are included in the budget, the project manager must be identified and his/her responsibilities described. Project management costs are not the same as administration costs.

Proposals must be adequately documented. Bids identifying buses or refueling must include cost.

A final report will be required by resultant awards. This report will include copies of invoices indicating the number of buses purchased, the price, date of delivery and purchaser. Related refueling equipment information, lists of applicable rebates or other non-DOE incentives applied for or received, vehicle procurement schedule or anticipated delivery dates and copies of vehicle purchase orders placed with dealer or invoices clearly indicating alternative fuel options and costs are also required.

States can not make final invoice payment until the final report and all project milestones have been submitted to the appropriate DOE Clean Cities Regional Office.

The performance track record of prospective grantees which have received previous grants will be taken into account. Applicants must describe the status and results of previous grants in the application.

Applicants should be aware that permits may be required for many infrastructure projects. If the applicant does not have the required permits within one year of the grant negotiation date, funds for the grant will be de-obligated.

CLEAN CITIES COALITION SUPPORT:**DE-PS26-04NT42068-01D:****ESTIMATED FUNDS AVAILABLE:** \$600,000**ESTIMATED NUMBER OF PROJECTS:** 30**FUNDING CEILINGS/EXPECTED RANGE OF FUNDING:** Approximately \$600,000;
Maximum per Project \$20,000**COST SHARE:** 50% non-Federal cost share with 50% of this amount in cash.

BACKGROUND AND OBJECTIVES: The goal of the U.S. Department of Energy's (DOE) Clean Cities program is to accelerate the development of a sustainable alternative fuels market through public/private Clean Cities partnerships formed around the country. The program will continue to provide funds to State Energy Offices for Special Projects to support Clean Cities' alternative fuels and AFVs through the development of infrastructure, niche markets, idle reduction technologies, and strategic alliances between the Federal, State and local government partners and private sector Clean Cities stakeholders.

The Clean Cities program is offering funding in to help ensure that local Clean Cities coalitions are vibrant, active coalitions enabling fleet customers to increase their use of AFVs. This sub-solicitation for coalition support is interested in projects that promote coalition activities.

Proposals must include the Clean Cities Cover Sheet (Exhibit 1) which summarizes significant proposal elements.

PROJECTS REQUESTED/AREAS OF INTEREST: Clean Cities coalitions are the force behind alternative fuel activities and progress in each geographic region. They provide the organization, the motivation, and the staff to direct and sustain local activities. Activities can include, but are not limited to: facilitating the sales of alternative fuel vehicles (AFVs) by interacting with perspective fleet customers and AFV dealers, organizing and holding "Advancing the AFV Choice" events; developing fund-raising strategies and/or writing grant proposals; holding public education and outreach campaigns; organizing and hosting stakeholder meetings; providing project management services to select AFV projects; and promoting training programs on the maintenance of AFVs.

Therefore, DOE will provide financial support to a limited number of coalitions that are able to describe a process and time frame to accomplish the following requirements:

1. Describe how the coalition intends to meet the Clean Cities performance goal to increase AFVs by 17% in 2004. Alternative fuel vehicles defined by EPA will count as a contribution towards the 17% goal.
2. Organize and host at least one targeted niche market event in conjunction with an auto or truck manufacturer with the intent to sell AFVs; include attendance lists in progress reports.

3. Confirm the existence, operation, and the average amount and price of fuel sold annually, of all AFV refueling sites in the coalition area as shown in the Alternative Fuel Data Center (AFDC) station locator, and keep the AFDC informed of station openings and closings.
4. Develop a plan for coalition financial sustainability that describes what will be done during the grant period. Attach the plan to the progress report.
5. Organize and host at least four stakeholder meetings per year; include meeting minutes in the progress reports.
6. Meet with at least two local or state policy staff members on the benefits of alternative fuels. Include the names and affiliations of those contacts in the progress reports.
7. Attend the National Clean Cities Conference and the Washington Day Annual Meeting.

DOE is interested in funding projects to coalitions that effectively describe a process to accomplish the seven activities listed above. In this sub-solicitation, Clean Cities will fund up to \$20,000 per project.

EVALUATION CRITERIA: Applications submitted will be evaluated and ranked by the following criteria.

1. Commitment to conduct each of the activities described above, and probability of success as described in the narrative. **(40 points)**
2. Success in achieving 17% increase in AFV population in CY 03 **(40 points)**
3. Special consideration will be given to recipients of FY 03 coalition support grants to determine progress in meeting the grant requirements, including the requirement to submit progress reports to the appropriate regional office. If the applicant was not a recipient of a FY03 coalition support grant, criteria 1 and 2 will be increased to 50 point each. **(20 points)**

Note: If the applicant applied for and received Clean Cities rebate funding (Solicitation: EE-PS36-OOGO1O498 - \$2,000/dedicated AFV), and did not award the entire amount, or did not transfer excess funding to another coalition, or did not process applications for other coalitions so that all rebate money was awarded the applicant is NOT eligible to receive coalition support funding.

SPECIAL REQUIREMENTS:

In all cases, letters of commitment (not support) must accompany the proposal to substantiate cost share.

States must submit special project proposals for alternative fuel transportation projects in partnership with their local, officially-designated (or approved for designation) Clean Cities coalition.

Only projects located in active, designated (or approved for designation) Clean Cities are eligible for funding. An “active” coalition is one with a valid and approved Memorandum of Understanding with DOE. “Approved for designation” means that DOE has authorized a designation ceremony for a coalition, making the coalition eligible to compete.

Projects are evaluated on the value of cost share, and the type of in-kind services being offered, not necessarily the total declared value of the contribution in the proposal, although the minimum requirement must be met. For instance, in-kind services such as general office costs, which would be paid regardless of SEP funding, are valued much lower than a strictly financial contribution tied directly to the project.

If the applicant requests funding from more than one special project sub-solicitation, a separate proposal for each sub-solicitation must be submitted for evaluation. The exception is the school bus sub-solicitation.

A final report must be submitted. States can not make final invoice payment until the final report and all project milestones have been submitted to the appropriate DOE Clean Cities Regional Office.

The performance track record of prospective grantees which have received previous grants will be taken into account. Applicants must describe the status and results of previous grants in the application.

Exhibit 1

Clean Cities Coalition Support Cover Sheet

Project ID#:

Coalition:

Coordinator:

Coordinator Employer:

Amount Requested: \$_____

Non-Federal Cost Share Committed: \$_____

At least 50% of non-Federal cost share is cash _____ yes or no

Who is the non-Federal cost share partner?

Number of hours coordinator spends on Clean Cities weekly: _____ hours

Number of years current coordinator has held the position: _____ years

Did the coalition receive a coalition support grant in 2003? _____ yes or no

If yes, were the following requirements completed?

Did the coalition:

- Increase AFVs by 17% _____ yes or no
- Host at least one targeted niche market event in conjunction with an auto or truck manufacturer with the intent to sell AFVs? _____ yes or no
- Contact with at least two new heavy-duty fleets and introduce them to the concept of alternative fuels? _____ yes or no
- Bring at least two new fleets to the National Clean Cities conference? _____ yes or no
- Work toward coalition sustainability? _____ yes or no
- Host quarterly stakeholder meetings? _____ yes or no
- Meet with two state policy staff members to discuss the benefits of alternative fuels? _____ yes or no
- Attend at least two national Clean Cities events? _____ yes or no
- Invite 25 new organizations to join the coalition? _____ yes or no
- Collect all regional alternative fuel sales information? _____ yes or no
- Submit at least one progress report to the regional office? _____ yes or no

Has the coalition received other coalition support grants? _____ yes or no
If yes, state the years

_____ year _____ year _____ year _____ year

Did the coalition receive Clean Cities AFV rebate funding? _____ yes or no

If yes, was the total amount funded, awarded to those
who purchased AFVs, transferred to another coalition,
or processed for another coalitions so that all rebate
money was awarded? _____ yes or no

CLEAN CITIES IDLE REDUCTION TECHNOLOGIES

DE-PS26-04NT42068-01E:

ESTIMATED FUNDS AVAILABLE: \$200,000

ESTIMATED NUMBER OF PROJECTS: 2

FUNDING CEILINGS/EXPECTED RANGE OF FUNDING: \$100,000 maximum per project.

COST SHARE: 50% non-Federal cost share with 30% of this amount in cash.

BACKGROUND AND OBJECTIVES: The goal of the U.S. Department of Energy's (DOE) Clean Cities program is to accelerate the development of a sustainable alternative fuels market through public/private Clean Cities partnerships formed around the country. The program will continue to provide funds to State Energy Offices for Special Projects to support Clean Cities' alternative fuels and petroleum reduction projects through the development of infrastructure, niche markets, idle reduction technologies, and strategic alliances between the Federal, State and local government partners and private sector Clean Cities stakeholders.

The Clean Cities program is offering funding to help ensure that local Clean Cities coalitions are vibrant, active coalitions enabling fleet customers to increase their use of AFVs. This sub-solicitation is interested in projects that promote heavy duty vehicle idle reduction technologies.

Proposals must include the Clean Cities Cover Sheet (Exhibit 1) which summarizes significant proposal elements.

PROJECTS REQUESTED/AREA OF INTEREST: Funding is available for projects that promote the reduction and/or elimination of idling by heavy-duty vehicles through the introduction of energy efficient technologies and/or energy saving approaches. Projects that demonstrate and evaluate on-board technologies to provide hotel loads, such as cab heating and cooling, are of special interest. A plan for collecting and reporting performance, maintenance, reliability, and cost data, as well as driver acceptance, **must** be included in the proposal. In partnership with the DOE Office of FreedomCAR and Vehicle Technologies Programs, the program is interested in funding at least two projects not to exceed \$100,000 per project.

EVALUATION CRITERIA:

Proposals submitted will be evaluated and ranked by the following criteria:

1. Probability of project success based on the technical feasibility of the project, thoroughness of project implementation plan, identification and qualifications of appropriate team members, and quality of supporting documentation (i.e. fleet and financial letters of commitment, letters identifying site location(s), letters with equipment bids information.) **(40 points)**

2. Energy security benefits as indicated by the estimated amount of the petroleum displaced by the reduction and/or elimination of idling by heavy-duty vehicles through the introduction of energy efficient technologies and/or energy saving approaches. **(35 points)**
3. Greater cost share participation or cash equivalent contribution than what is required. Financial investment and active participation from other coalition stakeholders and partners are strongly encouraged. **(10 points)**
4. Extent to which project will contribute to continued petroleum displacement and potential for future growth without additional Federal funding. **(10 points)**
5. Visibility of project activities - probability of increasing awareness among target sectors in the local community including, but not limited to, current stakeholders, fleet operators, media, and the general public. **(5 points)**

Special Requirements:

In all cases, letters of commitment (not support) must accompany the proposal to substantiate cost share. Without letters of commitment, the non-Federal cost share requirement will be assumed to be not met, and the proposal will not be considered.

Fuel providers, as participating private-sector partners, must be in compliance with the EPA's alternative fuel vehicle acquisition rule in order to be eligible to receive Clean Cities funding.

States must submit special project proposals for idle reduction projects in partnership with their local, officially-designated (or approved for designation) Clean Cities coalition. A letter to this effect, from the coalition, indicating that the coalition recommends this proposal for funding must accompany the proposal.

Only projects located in active, designated (or approved for designation) Clean Cities are eligible for funding. An "active" coalition is one with a valid and approved Memorandum of Understanding with DOE. "Approved for designation" means that DOE has authorized a designation ceremony for a coalition, making the coalition eligible to compete.

Projects are evaluated on the value of cost share, and the type of in-kind services being offered, not necessarily the total declared value of the contribution in the proposal, although the minimum requirement must be met. For instance, in-kind services such as general office costs, which would be paid regardless of SEP funding, are valued much lower than a strictly financial contribution tied directly to the project.

DOE recognizes that project management costs may be necessary. If project management costs are included in the budget, the project manager must be identified and his/her responsibilities described. Project management costs are not the same as administration costs.

Proposals must be adequately documented. If hardware is to be purchased, bids identifying hardware cost must be included.

If the applicant requests funding from more than one special project category, a separate proposal for each category must be submitted for evaluation.

States can not make final invoice payment until the final report and all project milestones have been submitted to the appropriate DOE Clean Cities Regional Office.

The performance track record of prospective grantees which have received previous grants will be taken into account. Applicants must describe the status and results of previous grants in the application.

CLEAN CITIES FERRY DEMONSTRATION: DE-PS26-04NT42068-01F

ESTIMATED FUNDS AVAILABLE: \$150,000

ESTIMATED NUMBER OF PROJECTS: 1

FUNDING CEILINGS/EXPECTED RANGE OF FUNDING: Approximately \$150,000; maximum per project \$150,000 for the incremental cost of the ferry.

COST SHARE REQUIREMENTS: 50% non-Federal cost share

BACKGROUND AND OBJECTIVES: The goal of the U.S. Department of Energy's (DOE) Clean Cities program is to accelerate the development of a sustainable alternative fuels market through public/private Clean Cities partnerships formed around the country. The program will continue to provide funds to State Energy Offices for Special Projects to support Clean Cities' alternative fuels and AFVs through the development of infrastructure, niche markets, idle reduction technologies, and strategic alliances between the Federal, State and local government partners and private sector Clean Cities stakeholders.

The Clean Cities program is offering funding to help ensure that local Clean Cities coalitions are vibrant, active coalitions enabling fleet customers to increase their use of AFVs. This sub-solicitation for ferry demonstration is interested in projects that promote alternative fuel ferry demonstrations.

Proposals must include the Clean Cities Cover Sheet (Exhibit 1) which summarizes significant proposal elements.

PROJECTS REQUESTED/AREA OF INTEREST: Funding is available for a portion of the incremental costs of converting a passenger ferry to run on alternative fuels. Project proposals should include the fuel type and estimated fuel use sales (fuel quantity based on commitments, not total capacity of the station). Priority will be given to projects that leverage fueling infrastructure that can be used for both marine and land based (i.e. vehicle) fueling to maximize infrastructure utilization. Applications that include bi-fuel or dual fuel alternative fuel technologies must submit a fuel use data collection and reporting plan that will be used for the duration of the project to document and verify maximum fuel usage. In addition, proposals must describe what refueling infrastructure is available and how the applicant will ensure maximum alternative fuel use. Incremental costs must be calculated on the net price difference between the proposed alternative fuel powered passenger ferry and a similarly equipped, conventionally-fueled passenger ferry after all other applicable manufacture and local/State rebates and cash equivalent incentives are applied. Information based on manufacturer bids must be included in the application to support the cost of the passenger ferry to be acquired. Applications must describe how local communities, stakeholders, media and the general public will learn about the energy security and clean air benefits of alternative fuels. In this sub-solicitation, the Clean Cities program is interested in funding one project not to exceed \$150,000

EVALUATION CRITERIA: Proposals submitted in this sub-solicitation will be evaluated and ranked by the following criteria:

1. Probability of project success based on the technical feasibility of the project, thoroughness of project implementation plan, identification and qualifications of appropriate team members, and quality of supporting documentation (i.e. fleet and financial letters of commitment and letters with equipment bids information.) **(35 points)**
2. Energy security benefits as indicated by the estimated amount of petroleum displaced as a result of this project. **(30 points)**
3. Probability of project success, as indicated by coalition and partner(s) past performance as reflected in previous project final report and the WinSaga data base. The proposal should demonstrate that the team has sufficient expertise and experience to bring the project to a successful conclusion. Grading factors will also include: successful prior project management experience. **(10 points)**
4. Extent to which project will contribute to a sustainable alternative fuel market and potential for future growth without additional Federal funding. **(10 points)**
5. Greater cost share participation or cash equivalent contribution than what is required. Financial investment and active participation from other coalition stakeholders and partners are strongly encouraged. **(10 points)**
6. Visibility of project activities - probability of increasing awareness and acceptance of alternative fuels and AFVs among target sectors in the local community including, but not limited to, current stakeholders, fleet operators, media, and the general public. Clean Cities decals must be used on the ferry. **(5 points)**

SPECIAL REQUIREMENTS:

In all cases, letters of commitment (not support) must accompany the proposal to substantiate cost share.

Proposals for alternative fuel ferry projects must be submitted in partnership with their local officially-designated (or approved for designation) Clean Cities coalition. A letter to this effect, from the coalition, indicating that the coalition recommends this proposal for funding must accompany the proposal.

Only projects located in active, designated (or approved for designation) Clean Cities are eligible for funding. An “active” coalition is one with a valid and approved Memorandum of

Understanding with DOE. “Approved for designation” means that DOE has authorized a designation ceremony for a coalition, making the coalition eligible to compete.

Projects are evaluated on the value of cost share, and the type of in-kind services being offered, not necessarily the total declared value of the contribution in the proposal, although the minimum requirement must be met. For instance, in-kind services such as general office costs, which would be paid regardless of SEP funding, are valued much lower than a strictly financial contribution tied directly to the project.

DOE recognizes that project management costs may be necessary. If project management costs are included in the budget, the project manager must be identified and his/her responsibilities described. Project management costs are not the same as administration costs.

Proposals must be adequately documented. Bids identifying the cost of the ferry must be included.

If the applicant requests funding from more than one special project sub-solicitation, a separate proposal for each sub-solicitation must be submitted for evaluation. For example, projects that entail funding for both vehicle acquisition, and infrastructure development to fuel those vehicles, must be submitted as two separate proposals addressing the criteria identified in the Niche Markets and Refueling sub-solicitation, respectively. It should be noted in both proposals, however, that funding has been requested in more than one sub-solicitation. The exception to this is for school bus projects.

States can not make final invoice payment until the final report and all project milestones have been submitted to the appropriate DOE Clean Cities Regional Office.

ESTIMATED FUNDS AVAILABLE: \$1,100,0000

ESTIMATED NUMBER OF PROJECTS: 1

FUNDING CEILINGS/EXPECTED RANGE OF FUNDING: \$1,100,000

COST SHARE: None

BACKGROUND AND OBJECTIVES: BACKGROUND AND OBJECTIVES: The goal of the U.S. Department of Energy's (DOE) Clean Cities program is to accelerate the development of a sustainable alternative fuels market through public/private Clean Cities partnerships formed around the country. The program will continue to provide funds to State Energy Offices for Special Projects to support Clean Cities' alternative fuels and petroleum reduction through the development of infrastructure, niche markets, idle reduction technologies, and strategic alliances between the Federal, State and local government partners and private sector Clean Cities stakeholders.

The Clean Cities program is offering funding to help ensure that local Clean Cities coalitions are vibrant, active coalitions enabling fleet customers to increase their use of AFVs. This sub-solicitation for an E-85 refueling network is interested in projects that promote E-85 infrastructure development.

Proposals must include the Clean Cities Cover Sheet (Exhibit 1) which summarizes significant proposal elements.

Note: Projects requesting funding assistance for both vehicles and related fueling infrastructure must be submitted as separate proposals under two sub-solicitations Niche Markets and Refueling Infrastructure. Each proposal should clearly reference the other in order to assure proper consideration

PROJECTS REQUESTED/AREA OF INTEREST: DOE is seeking an organization to oversee the implementation of a nationwide network of E-85 fueling sites. The applicant should manage a competitive solicitation process to help fund the installation of at least 55 E-85 infrastructure projects. Refueling sites may be public or private, and are to be selected by the grantee through a competitive process. At least a 50% cost share is encouraged for each E-85 fueling station; with the DOE share of each fueling station not to exceed \$20,000. In total, at least 60% of the E-85 fueling stations installed under this grant are to be open to the public.

Infrastructure projects can include new dispensing facilities, or additional equipment or upgrades and improvements to existing E-85 refueling sites. Funding can be used to purchase equipment or to pay for specific turn-key fueling services by qualified E-85 fuel providers. Refueling sites

that contribute to an infrastructure corridor development plan or regional strategy are desirable and should be clearly noted. Also desirable are refueling stations which will provide E-85 fuel to EPA-covered (Federal, State, and fuel provider) fleets. These fleets should be identified. Each refueling site location must be identified and applicants must submit a project implementation plan that includes a proposed construction schedule, a discussion of permitting requirements, and environmental assessment needs. (Please submit under sub-solicitation Clean Cities-01.C for infrastructure projects related to school bus fleets). In this sub-solicitation, Clean Cities is interested in providing a maximum of \$1,100,000 for one (1) project and the grantee for this project will manage the selection of the 55 E-85 sites, and the recruiting of local partners for each local project.

EVALUATION CRITERIA: Proposals submitted in this sub-solicitation will be evaluated and ranked by the following criteria:

1. Probability of project success based on the technical feasibility of the project, thoroughness of project implementation plan, identification and qualifications of appropriate team members, and quality of supporting documentation (i.e. fleet and financial letters of commitment, equipment bids, site identification, etc.). **(35 points)**
2. Energy security benefits as indicated by the estimated amount of fuel dispensed at alternative fuel refueling stations introduced as a result of this project. **(30 points)**
3. Probability of project success, as indicated by applicant's past performance. The proposal should demonstrate that the team has sufficient expertise and experience to bring the project to a successful conclusion. Grading factors will include: successful prior project management experience with similar projects and E-85 infrastructure deployment results, and consistency with previously documented coalition goals. **(10 points)**
4. Extent to which project will contribute to a sustainable alternative fuel market and potential for future growth without additional Federal funding. **(10 points)**
5. Visibility of project activities - probability of increasing awareness and acceptance of E-85 fuel among target sectors in the local community including, but not limited to, fleet operators, media, and the general public. **(15 points)**

SPECIAL REQUIREMENTS:

Funds in this sub-solicitation are intended to pay for hardware and/or turn-key fueling services. However, DOE recognizes that project management costs may be necessary. If project management costs are included in the budget, the project manager must be identified and his/her responsibilities described. Project management costs are not the same as administration costs.

States can not make final invoice payment until the final report and all project milestones have been submitted to the appropriate DOE Clean Cities Regional Office.

The performance track record of prospective grantees which have received previous grants will be taken into account. Applicants must describe the status and results of previous grants in the application.

Legislation: Distributed Energy Resources activities are authorized under the Department of Energy Organization Act, P.L. 95-91.

ESTIMATED FUNDS AVAILABLE: \$800,000

ESTIMATED NUMBER OF PROJECTS: 4 – 8

FUNDING CEILINGS/EXPECTED RANGE OF FUNDING: Up to \$300,000 of Federal Funds per New Center and up to \$150,000 of Federal Funds per Existing Center

COST SHARE: 20% of the total project cost.

BACKGROUND AND OBJECTIVES: The DOE and industry partners have and will continue to invest hundreds of millions of dollars in new energy efficient technologies for Combined Heat and Power (CHP), with the intent of meeting growing electrical demand with clean, reliable, and secure energy choices for heating and cooling of buildings and industrial use. Many of these technologies and systems are commercially available today. The intent of creating Regional Application Centers (RACs) is to facilitate deployment of these technologies by working regionally to educate market players on the benefits of CHP technologies while reducing the perceived risk. In addition, these RACs will provide a valuable feedback loop to DOE and industry regarding future R&D program needs.

The objective of the Regional Application Center will be to provide essential and appropriate applied research and development support, focused on the technology transfer and installation of advanced CHP technologies. The Regional Application Center will achieve this objective through a strategy of project assistance and targeted education and outreach. The success of these Centers will advance the DOE goal of doubling CHP installed capacity to 92 GW by 2010.

In April of 2001, the DOE established the “Midwest CHP Application Center” (MAC) at the University of Illinois, Chicago as the pilot program for Regional Application Centers in the U.S. The objective of the MAC was similar to the objective described above, however the MAC was also charged with establishing the protocols and methods for establishing other Regional Application Centers. In accordance with this objective, the MAC has developed “*The CHP Regional Application Center Guidebook*” which should be referenced in preparing responses to this solicitation. It can be located at www.chpcentermw.org.

In 2003, five additional RACs were established. Below is a list of each of the RACs and the states that they include.

Northeast – Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont

Mid-Atlantic – Delaware, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia

Midwest – Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin

Northwest – Alaska, Idaho, Montana, Oregon, Washington

Intermountain – Arizona, Colorado, New Mexico, Utah, Wyoming
Pacific – California, Hawaii, Nevada

PROJECTS REQUESTED/AREAS OF INTEREST:

Area 1 – Establish New Regional Application Centers - The Regional Application Center will be responsible (at a minimum) for performing the following tasks within its designated regional area. In addition, the region should be well defined including the selection process used to determine the states that are included in the region. **Only one application center will be established in any given region (regions are not required to be the same as the DOE Regions).**

Education and Outreach

- Education and Outreach Activities
- State Baseline Assessments (including Action Plans)
- Case Studies
- Outreach Communication Information (*building upon information developed by the Midwest RAC and integrated with other RACs*)
- Website and Database Development and Maintenance (*integrated and coordinated with the Midwest RAC, other RACs, and national DOE CHP website*)
- Site/Contact Data Entry and Database Maintenance
- Regional CHP Coalition and partnerships (*development and/or participation in depending on status of the region*)

One of the main functions to be performed by the RAC is to provide information (general, technical, and economic) on the technologies available and concept of CHP to potential users. The type, format, and depth of information required, as well as the specific target audiences in need of information regarding CHP, will vary from Region to Region, State to State, and even within areas in a particular state. The variances will depend on such local conditions as the status of electric deregulation, the general acceptance or resistance to the concept of CHP technologies, local electric and natural gas rates, interconnect regulations, local codes and standards, and many other issues. Therefore, to develop an effective Education and Outreach program, each RAC must first understand the CHP issues within each State in their designated region.

Identification and Facilitation of High Impact Projects

- Project Screening and Documentation
- Project Support and Assistance

The second function to be performed by the RAC is to identify both existing and potential CHP sites within the region, and for a limited number of specific potential sites provide technical assistance to architects, engineers, manufacturers, and/or owners as required. The type of Technical Assistance to be provided may include, but is not limited to; CHP screening tools and feasibility assessments, equipment recommendations, support on the installation of thermal recovery equipment or new generation technology, advanced building types and materials, and

project presentation to financial and technical decision makers. Technical Assistance does not include providing funds for equipment costs.

The number of sites considered for this technical assistance is limited by both resources available to the RACs and by the screening criteria that would assess a projects overall impact on fostering the CHP market. In general, a project would be considered to be a “High Impact Project” if it was:

- ✧ Well suited for the application for CHP, (thermal and/or cooling loads matched to recoverable heat available from generation source);
- ✧ There were current or potential financial benefits that could be achieved from the application of CHP in both new and retrofit buildings or facilities,
- ✧ The size of the application was reasonable, and
- ✧ There was the potential for repeatability or large market impact from the installation (could be applied to a class of similar installation sites).
- ✧ The project also leads to national environmental benefits

Management and Operation

The RAC will designate a director who will represent the RAC and its region in National CHP activities and have responsibility for managing the activities of the Regional Application Center. A strategic plan will be developed that includes specific goals/metrics for the upcoming year and projected goals/metrics out to the year 2010. A quarterly report will be prepared to describe and document the activities and accomplishments of the RAC.

In addition, a well designed plan will present how the RAC plans to fund and sustain its activities in future years.

It is anticipated that the funds from these initial awards will be sufficient to set up and sustain the RAC for a period of up to two years.

Refer to “*The CHP Regional Application Center Guidebook*” (www.chpcentermw.org) for more details on these activities.

Evaluation Criteria Area 1 Establish New Regional Application Centers:

1. **APPROACH AND DESCRIPTION OF WORK** - The overall merit of the proposed approach will be evaluated as well as the overall quality and clarity of the proposed work. This includes (but is not limited to) the extent to which the work plan follows the suggestions in the *Guide Book*. Detailed descriptions of deliverables and time lines for task completion should be included. Quarterly reports to DOE headquarters and the appropriate DOE Regional Office is desirable. **(30 points)**
2. **IMPACT** - The benefits of the proposed activities will be evaluated with higher rankings given to proposals that are anticipated to have more wide spread benefits. Proposals that articulate the current situation and needs of the states in their region with respect to DG/CHP and the power market, the barriers (perceived or real) to CHP implementation, the potential CHP markets, and the impact of CHP implementation in the region will be evaluated more favorably. **(20 points)**

3. **TEAM** - A comprehensive team that is comprised of individuals and institutions that can properly serve the region and that can ensure the success and longevity of the Center will receive higher rankings. Descriptions of the team should include (at a minimum) the roles and responsibilities of all individuals, institutes, companies, etc. in the operations of the Center. Proposal should include concrete commitments of those planning to participate. The ability of the project team to successfully complete the work will also be evaluated. **(30 points)**
4. **INTEGRATION** - Higher ratings will be awarded to those Centers which have a comprehensive plan and description of how the Center will be integrated and work in conjunction with existing entities. Examples of these partners might include the Midwest Application Center, other Regional Application centers, existing regional CHP initiatives, state and regional EPA and energy offices, universities, Industrial Assessment Centers, prominent industries, end-users, and equipment manufacturers. **(10 points)**
5. **SUSTAINABILITY** - A strong and comprehensive plan is requested that will describe how the center intends to become self sustaining over the next two to three years. **(10 points)**

PROJECTS REQUESTED/AREAS OF INTEREST:

Area 2 – Continue Established Regional Application Centers – Established Regional Application Centers applying in Area 2 should be able to describe activities completed, underway and planned with existing funds. In addition new tasks should be described. Previous and planned activities should be proposed in accordance with the RACs original proposed plan and contract, the activities listed in Area 1, and “*The CHP Regional Application Center Guidebook.*” **Only established CHP Regional Application Centers partnering with DOE are eligible to apply to Area 2.**

EVALUATION CRITERIA AREA 2 CONTINUE ESTABLISHED REGIONAL APPLICATION CENTERS:

1. **APPROACH AND DESCRIPTION OF WORK** - The overall merit of the proposed approach will be evaluated as well as the overall quality and clarity of the proposed work. Detailed descriptions of deliverables and time lines for task completion should be included. Description of specific tasks that differ from initial funding should be clearly defined. Description of tasks completed to date and anticipated to be completed by September 2004 is recommended. Quarterly reports to DOE headquarters and the appropriate DOE Regional Office is desirable. **(60 points)**
2. **INTEGRATION** - Higher ratings will be awarded to those Centers which have a comprehensive plan and description of how the Center is integrated and working in conjunction with existing entities. Examples of these partners might include the Midwest Application Center, other Regional Application centers, existing regional CHP initiatives,

state and regional EPA and energy offices, universities, Industrial Assessment Centers, prominent industries, end-users, and equipment manufacturers. **(20 points)**

3. **SUSTAINABILITY** - A strong and comprehensive plan is requested that will describe how the center intends to become self sustaining over the next two to three years. **(20 points)**

APPLICATION FOR FEDERAL ASSISTANCE

Version 9/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED		Applicant Identifier	
<input type="checkbox"/> Construction <input type="checkbox"/> Non-construction		3. DATE RECEIVED BY STATE		State Application Identifier	
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION					
Legal Name:			Organizational Unit:		
			Department:		
Organizational DUNS:			Division:		
Address:			Name and telephone number of person to be contacted on matters involving this application (give area code)		
Street:			Prefix:		First Name:
City:			Middle Name:		
County:			Last Name:		
State:		Zip Code:		Suffix:	
Country:			Email:		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): [] [] - [] [] [] [] [] []			Phone Number (give area code)		FAX Number (give area code)
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <div style="text-align: center;">[] []</div> Other (specify)			7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: [] [] - [] [] [] []			9. NAME OF FEDERAL AGENCY:		
TITLE (Name of Program)			11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:		
12. AREAS AFFECTED BY PROJECT (Cities, Countries, States, etc.)					
13. PROPOSED PROJECT			14. CONGRESSIONAL DISTRICTS OF:		
Start Date		Ending Date		a. Applicant b. Project	
15. ESTIMATED FUNDING:			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$			a. YES. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$			DATE:	
c. State	\$			b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
d. Local	\$			<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$				
f. Program Income	\$			17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. TOTAL	\$			<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.					
a. Authorized Representative					
Prefix		First Name		Middle Name	
Last Name				Suffix	
b. Title				c. Telephone Number (give area code)	
Email:				Fax Number (give area code)	
d. Signature of Authorized Representative				e. Date Signed	

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item	Entry	Item	Entry
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project.
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant including country), and name, telephone number, email and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District </div> <div style="width: 45%;"> I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization </div> </div>	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: <ul style="list-style-type: none"> • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> A. Increase Award B. Decrease Award </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> C. Increase Duration D. Decrease Duration </div> 	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

U.S. DEPARTMENT OF ENERGY
Federal Assistance Budget Information

OMB Control N
1910-0400

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 1.87 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management, AD-241.2 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 100 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

1. Program/Project Identification No.	2. Program/Project Title	
3. Name and Address		4. Program/Project Start Date
		5. Completion Date

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal	Non-Federal	Federal	Non-Federal	Total
1.						
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
7. Personnel	\$	\$	\$	\$	\$
8. Fringe Benefits					
9. Travel					
10. Equipment					
11. Supplies					
12. Contractual					
13. Construction					
14. Other					
15. Total Direct Charges					
16. Indirect Charges					
17. TOTALS	\$	\$	\$	\$	\$
18. Program Income	\$	\$	\$	\$	\$

FEDERAL ASSISTANCE BUDGET INFORMATION

INSTRUCTIONS

- Item 1 - Enter the Federal grant or agreement identification number for the current year as it appears in the official award, if known.
- Item 2 - Enter the Program/Project official title as it appears in the award.
- Item 3 - Enter the name and address of the agency or office responsible for coordination and administration of the Program/Project.
- Item 4 - Enter the official start date.
- Item 5 - Enter the official completion date as of the latest official modification.

Section A. Budget Summary

Lines 1-4, Columns (a) and (b).

For applications pertaining to a single Federal assistance program (Federal Domestic Assistance Catalog number) and not requiring a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a single program requiring budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to multiple programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g).

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project.

For continuing assistance program applications, submit these forms before the end of each funding year if required by Program Manager. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the funding period only if the award instructions provide for this. Otherwise, leave these columns blank. Enter in Columns (e) and (f) the amount of funds needed for the

upcoming period. The amount(s) in Column (g) should be the sum of the amounts in Columns (e) and (f).

For supplemental awards and changes to existing awards, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of the amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B. Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets were prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Item 6a-h - Show the estimated amount for each direct cost budget (object class) category for each column with program, function or activity heading.

Item 6i - Show the totals of Lines 6a to 6h in each column.

Item 6j - Show the amount of indirect cost.

Item 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new and continuation awards, the total amount in Column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental awards and changes to awards, the total amount of the increase or decrease as shown in Columns (1) - (4), Line 6k, should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5. When additional sheets were prepared, the last two sentences apply only to the first page with summary totals.

Item 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Program Manager in determining the total amount of the award.

THIS REPORT IS REQUIRED IN ACCORDANCE WITH 42 U.S.C. 7254 AND 40 U.S.C. 471 ET SEQ. FAILURE TO REPORT MAY RESULT IN CONTRACT TERMINATION OR PENALTIES AS PROVIDED BY LAW.

(12/2003)

**U.S. DEPARTMENT OF ENERGY
NETL FORMAT FOR PROVIDING BUDGET DETAIL
UNDER FUNDING OPPORTUNITY ANNOUNCEMENT NO. DE-PS26-04NT42068**



**BUDGET EXPLANATION AND OTHER REQUIREMENTS FOR
FINANCIAL ASSISTANCE AWARDS TO
STATE AND LOCAL GOVERNMENTS**

Applicant: _____ Budget Period – From: _____ To: _____
Award/Proposal _____ Amendment _____
Number: _____ Number: _____

ALL INFORMATION REQUESTED ON THIS FORM MUST BE PROVIDED IN THE FORMAT AND SPACES PROVIDED UNDER EACH CATEGORY. IF ADDITIONAL SPACE IS NEEDED, APPLICANT MUST ATTACH A SEPARATE PIECE OF PAPER CONTAINING ADDITIONAL INFORMATION IN THE SAME FORMAT.

THE BUDGET MUST INCLUDE TOTAL PROJECT COSTS [DOE REQUESTED FUNDS PLUS APPLICANT AND THIRD PARTY PARTICIPANT (TEAM MEMBER(S)) COST SHARE AMOUNT]. The purpose of this form is to explain and justify all project costs identified on the DOE F 4600.4, including Federal (DOE), Non-Federal (State/Applicant), and all cost share amounts, such as third party cost share. In addition, each sub-participant should fill out one NETL Budget Detail Form that includes details on all 4600.4 budget items that would be expended and recorded through their budget offices or be directly attributed to their organization through in-kind services. NETL Budget Detail forms are not required at a sub-sub recipient level.

1. BUDGET INFORMATION

LIST ONLY THE APPLICANT'S PORTION OF COSTS IN ALL SECTIONS EXCEPT FOR SECTION 1.f., WHICH SHOULD INCLUDE ALL COSTS FROM OTHER (NON-APPLICANT RECIPIENT) PERSONNEL

- a. PERSONNEL** - List costs solely for employees of the Applicant. All other Participant (third party) personnel costs must be included under the Contractual (Item 1.f. below and on form DOE F 4600.4, Section B, line 6.f. Contractual)

Identify positions to be supported under the proposed award. Key personnel should be identified by title. All other personnel should be identified either by title or a group category. State the amounts of time (i.e., hours) to be expended, the composite base pay rate, total direct personnel compensation and identify the rate basis (e.g., labor distribution report, technical estimate, state civil service rates, etc.).

<u>Title/Group</u>	<u>Time</u>	X	<u>Pay Rate</u>	=	<u>(Total Compensation)</u>	<u>Rate Basis</u>
	0		\$0.00		\$0.00	
	0		\$0.00		\$0.00	
	0		\$0.00		\$0.00	
	0		\$0.00		\$0.00	
	0		\$0.00		\$0.00	
	0		\$0.00		\$0.00	
Total Compensation:					\$0.00	

b. FRINGE BENEFITS - A Federal Fringe Benefit Rate Agreement or proposal is required. Please check one of the boxes below.

- ☐ An approved Federal fringe benefit rate agreement has been previously submitted to DOE.
- ☐ An approved Federal Fringe Benefit rate agreement is in effect or pending and has not previously been submitted to DOE. A copy is attached which identifies the Federal agency point of contact.
- ☐ A current Federal fringe rate agreement is not in effect or pending. Attached is a rate proposal which includes the following:
A list of the current total yearly benefit accounts and costs that comprises total fringe benefits.
An explanation of the base used and the amount applied to develop the fringe rate.

<u>Title/Group</u>	<u>Total Compensation</u>	X	<u>Fringe Benefit Rate</u>	=	<u>Total Fringe</u>
<u>Benefits</u>					
	\$0.00		0.00		\$0.00
	\$0.00		0.00		\$0.00
	\$0.00		0.00		\$0.00
	\$0.00		0.00		\$0.00
	\$0.00		0.00		\$0.00
	\$0.00		0.00		\$0.00
Total Fringe Benefits:					\$0.00

c. TRAVEL - Identify total Foreign and Domestic Travel as separate items.

1. Are travel costs governed by organizational travel policies? ☐ Yes ☐ No
If no, provide basis for estimating costs.
2. For all travel provide information below. (Example: conferences, DOE sponsored meetings, project mgmt, etc.)

<u>Purpose of Travel</u>	<u>Estimated No. of Trips</u>	<u>Estimated Cost</u>
--------------------------	-------------------------------	-----------------------

Per Trip

1	\$0.00
1	\$0.00
1	\$0.00
1	\$0.00
1	\$0.00

Total Travel: \$0.00

- d. **EQUIPMENT** - Generally defined as an item with an acquisition cost in excess of \$5,000 and a useful life expectancy of more than one year. Further definitions can be found at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html

List the proposed equipment below and briefly justify its need as it applies to the Statement of Project Objectives.

<u>Equipment Item Need</u>	<u>Est. Unit Cost</u>	<u>Number of Units</u>	<u>Basis of Cost</u>	<u>Justification of</u>
	\$0.00	1		
	\$0.00	1		
	\$0.00	1		
	\$0.00	1		
	\$0.00	1		
	\$0.00	1		

Total Equipment Cost: \$0.00

- e. **SUPPLIES** - Generally defined is an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Further definitions can be found at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html

Provide the information below for supplies that total \$25,000 or are greater than 20% of total costs for the project, whichever is less. (Basis of cost -- vendor quotes, prior purchases of similar or like items, published price list, etc.).

<u>General Category of Supplies Need</u>	<u>Cost</u>	<u>Basis of Cost</u>	<u>Justification of</u>
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		

Total Supplies: \$0.00

- f. **CONTRACTUAL** - Section 600.236 sets forth standards for use by recipients in establishing

procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Federal funds.

List all Participant [subcontract(s), sub-grant(s), and consultant(s)] costs including their cost share. Do not list vendors that provide goods and services. Go to the following website for further information: http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html

<u>Participant Name</u>	<u>Total Cost</u>	<u>Cost Share</u>	<u>Short Work Description</u>
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
Total Contractual: \$0.00			

- a. For each Participant with a total estimated cost (including cost share) in excess of \$50,000, or 20% of total costs (whichever is less), provide (i) a Statement of Work, (ii) a DOE F 4600.4 Federal Assistance Budget Information, and (iii) a completed NETL Budget Detail form.
 - b. Provide a sole source justification for any Participant not competitively selected with estimated project costs over \$100,000.
 - c. For support for which a Participant has not been identified, provide a scope of work and basis of cost estimate.
- g. **CONSTRUCTION** - Construction, for the purpose of budgeting, means all types of work done on a particular building, including erecting, altering, or remodeling.

1. Identify the proposed construction costs, identifying the Participant to perform the construction.

<u>Participant Name</u>	<u>Total Cost</u>	<u>Cost Share</u>	<u>Short Work Description</u>
	\$0.00		
	\$0.00		
	\$0.00		
Total Construction: \$0.00			

2. For each selected participant, provide (i) a Statement of Objectives, (ii) either a cost proposal or a completed NETL Budget Detail form and (iii) a DOE F 4600.4 Federal Assistance Budget Information.
3. Provide a sole source justification for any Participant not competitively selected with estimated project costs over \$100,000.

4. For support for which a Participant has not been selected, provide a scope of work and basis of cost estimate.

h. OTHER DIRECT COSTS - Other direct costs are items that cannot be properly included in the above categories.

Provide the information below for other direct costs that total \$25,000 or are greater than 20% of total costs for the project, whichever is less. (Basis of cost -- vendor quotes, prior purchases of similar or like items, published price list, etc.).

<u>General Description</u> <u>Need</u>	<u>Cost</u>	<u>Basis of Cost</u>	<u>Justification of</u>
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
Total ODCs:	\$0.00		

i. INDIRECT COSTS - A Federal Indirect Rate Agreement or proposal is required. Please check one of the boxes below.

- ☐ A Federal-approved indirect cost rate agreement has been submitted to the DOE.
- ☐ An approved Federal indirect cost rate agreement is in effect or pending and has not previously been submitted to DOE. A copy is attached which identifies the Federal agency point of contact.
- ☐ A current Federal approved indirect cost rate agreement is not in effect or pending. An indirect cost rate proposal is attached which includes the following:

List the accounts and amounts that comprise the total direct and indirect costs.

- Explain each base used and amount applied to develop each indirect rate per pool.
- Calculate the Indirect Rate(s) and enter the total amount in Section B, line 6.j. Indirect Charges on Form DOE F 4600.4.

<u>Indirect Cost Description</u> <u>Need</u>	<u>Cost</u>	<u>Basis of Cost</u>	<u>Justification of</u>
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
Total Indirect Costs:	\$0.00		

2. ADDITIONAL INFORMATION

a. COST SHARE

1. Identify the amount of cost sharing proposed by the Applicant and each Participant and the total amount as a percent of the total cost of the project. Cost sharing from other Federal sources cannot be counted as non-Federal Recipient contributions. Formula grant funding may not be used to satisfy cost share requirements. Non-Federal sources include private, state or local Government, or any sources that were not originally derived from Federal funds.

<u>Organization</u> <u>kind, etc.)</u>	<u>Item</u>	<u>Amount</u>	<u>Type (cash, in-</u>
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
Total Project Cost:	\$0.00	Cost Share Amount:	\$0.00
			Cost Share Percent:

2. For each cost share contribution identified as an in-kind contribution, please describe how the value of the in-kind contribution was derived.

U.S. DEPARTMENT OF ENERGY

PROJECT SUMMARY SHEET

Solicitation Number:					
Project Title:					
Topic Area/ Program Area of Interest: [INSERT NUMBER] [INSERT TITLE]					
Organization:				Department, Division or Unit:	
Organization Type:			specify if other:		
DUNS Number:			Project Duration (months):		
U.S. Congressional District of Organization:			County of Organization:		
PRINCIPAL INVESTIGATOR (PI)					
PI Name {Prefix, First, Middle, Last, Suffix}: None			None		
PI Address: , -			PI Phone: ext.		
			PI Fax:		
			PI email:		
BUSINESS OFFICER (BO)					
BO Name {Prefix, First, Middle, Last, Suffix}: None			None		
BO Address: , -			BO Phone: ext.		
			BO Fax:		
			BO email:		
FUNDING REQUIREMENTS					
<u>Funding Source</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>
DOE Share	\$	\$	\$	\$	\$
Applicant Share	\$	\$	\$	\$	\$
Other ()	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$
TEAM MEMBER 1					
Name:		City & State ,			Cong. Dist.
Team Contribution:					
TEAM MEMBER 2					
Name:		City & State ,			Cong. Dist.
Team Contribution:					
TEAM MEMBER 3					
Name:		City & State ,			Cong. Dist.
Team Contribution:					
TEAM MEMBER 4					
Name:		City & State ,			Cong. Dist.
Team Contribution:					
For more than 4 Team Members, please provide the above information after the abstract information below.					

ABSTRACT OF PROJECT: In the space below include a public abstract of not more than one (1) single spaced typewritten page clearly stating the objectives of the proposed research, the title of the project, methodology, and sponsoring organization(s). This self-contained document, should be suitable for publication and identify objectives of the project, methods to be employed, and the potential impact of the project (i.e., benefits, out comes). It should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a lay reader. This document must not include any proprietary or sensitive business information as the Department may make it available to the public.

POINT OF CONTACT FOR COORDINATION, PREPARATION AND DISTRIBUTION OF PRESS RELEASES

Name: _____ Title: _____

Telephone No.: _____ E-Mail: _____

APPENDIX E – MODEL COMMITMENT LETTER

(To be provided on contributor's letterhead)

Date

TO:

State Agency

State Agency address

The purpose of this letter is to confirm [*company name*] commitment to the [*title of project*] if selected for participation in an award from the Department of Energy. As shown in the application, we are proposing [\$_____ cash contribution] and/or [\$_____ in-kind contribution] totaling \$_____ (percentage level) to support the project. We have submitted this information to the [State Agency] prior to the closing date of the State Energy Program Special Project Solicitation.

[Insert any additional narrative that may be necessary to further explain the value, nature and other qualitative measures of the participant's cost share]

I hereby represent that the above information is true and correct, and my proposed cost sharing contribution meets all of the requirements of 10 CFR 600.224 and specifically complies with the criteria set forth in Section II General Information, I. Cost Sharing of the Solicitation.

Signature

//TYPED NAME OF AUTHORIZED OFFICIAL//

Title

SEP Project #

(Assigned by regional DOE office)

- CLEAN CITIES COVER SHEET -
 2004 STATE ENERGY PROGRAM SPECIAL PROJECTS
 CLEAN CITIES / ALTERNATIVE FUELS

EXHIBIT 1

Project ID #:

Project Title:

State Applying for Grant:

**Individual or Organization
 Coordinating the Project:**

**Name of Sponsoring Coalition
 & Location of Project:**

Major Project Partners:

Fuel Provider(s): (if applicable)

Category (select one):

- ☐ 1. Vehicle Acquisition ☐ 4. HD Vehicle Idle Reduction
- ☐ 2. Infrastructure Development (Infrastructure) ☐ 5. School Bus (Vehicles /
- ☐ 3. Alt-Fuel Marine/Ferry

Brief Project Description: (specify alternative fuel type for all vehicle projects)

Project Metrics/Budget Summary:

Estimated gallons of petroleum displaced per year =			
Number and Type of AFVs being acquired =			
Incremental cost per vehicle = \$			
Total Project Cost	\$	% of Total	% Cash
Value of Cost Share	\$	%	
Cash Contribution	\$		%
Amount Requested From US DOE	\$	%	

Special Notes:

Exhibit 1A

Clean Cities Coalition Support Cover Sheet

Project ID#:

Coalition:

Coordinator:

Coordinator Employer:

Amount Requested: \$_____

Non-Federal Cost Share Committed: \$_____

At least 50% of non-Federal cost share is cash _____ yes or no

Who is the non-Federal cost share partner?

Number of hours coordinator spends on Clean Cities weekly: _____ hours

Number of years current coordinator has held the position: _____ years

Did the coalition receive a coalition support grant in 2003? _____ yes or no

If yes, were the following requirements completed?

Did the coalition:

- Increase AFVs by 17% _____ yes or no
- Host at least one targeted niche market event in conjunction with an auto or truck manufacturer with the intent to sell AFVs? _____ yes or no
- Contact with at least two new heavy-duty fleets and introduce them to the concept of alternative fuels? _____ yes or no
- Bring at least two new fleets to the National Clean Cities conference? _____ yes or no
- Work toward coalition sustainability? _____ yes or no
- Host quarterly stakeholder meetings? _____ yes or no
- Meet with two state policy staff members to discuss the benefits of alternative fuels? _____ yes or no
- Attend at least two national Clean Cities events? _____ yes or no
- Invite 25 new organizations to join the coalition? _____ yes or no
- Collect all regional alternative fuel sales information? _____ yes or no
- Submit at least one progress report to the regional office? _____ yes or no

Has the coalition received other coalition support grants? _____ yes or no
If yes, state the years

_____ year _____ year _____ year _____ year

Did the coalition receive Clean Cities AFV rebate funding? _____ yes or no

If yes, was the total amount funded, awarded to those
who purchased AFVs, transferred to another coalition,
or processed for another coalitions so that all rebate
money was awarded? _____ yes or no

Clean Cities Coalition Checklist and Certification

Applicant: _____

Project Name: _____

Program Category: _____

This proposal contains the following documents:

- Clean Cities Cover Sheet:
 - Exhibit 1 – Alternative Fuels
 - Exhibit 1A – Coalition Support
- Letter of Support from your local, officially designated Clean Cities Coalition
- Application (Form SF 424)
- Budget (DOE F 4600.4)
- Budget Justification
- Project Summary/Abstract
- Project Narrative
- Attachment 1 - Budget File for FFRDC Participant (if any)
- Attachment 2 - Letter(s) of Commitment(s)
- Attachment 3 - Statement of Project Objectives
- Attachment 4 - Personnel Resources

I certify that this proposal has been reviewed and contains all required documents necessary for submittal to the U.S. Department of Energy, National Energy Technology Laboratory. In addition, this Coalition supports this project and encloses a Letter of Support recommending this proposal for funding.

Signature

Date

Name: _____

Coalition: _____

Information Copied From DOE'S WEBSITE:

<https://e-center.doe.gov/iips/faopor.nsf/e6458ce53c05cf038525645200788ab8/c26f504b7180817d85256e23006c03a8?OpenDocument>

OPPORTUNITY DOCUMENT

Opportunity Number: DE-PS26-04NT42068-00

Title: State Energy Program (SEP) Special Projects

Last Post Date: 01/22/2004 01:40:22 PM EST

Document Title: Amendment 001

Description:

The purpose of this amendment is to correct Appendix D to accurately reflect the funding level for Sub-opportunity No. DE-PS26-04NT42068-01G, Clean Cities E-85 Fueling Network, from \$110,000 to \$1,110,000, and the Maximum Award per Application to \$1,110,000. In addition, Appendix D, Sub-opportunity No. DE-PS26-04NT42068-04, Rebuild America, is amended to revise the Funds Available from \$3,000,000 to \$3,700,000, the Estimated Number of Awards to 28, and the Maximum Award Per Application to \$130,000. Changes have been made to Appendix D within the Master Funding Opportunity Announcement to reflect these corrections.

Response Due Date:

(Enter in format mm/dd/yy) 03/29/2004

Response Due Time:

(Enter in format hh:mm am/pm) 08:00:00 PM

Time Zone for Due Time: Eastern Time

See Appendix D.doc 57 KB

Appendix D
2004 SEP Special Projects
DE-PS26-04NT42068

Program Category	Solicitation Sub-Section	Funds Avail. (\$ 000)	Est. No. of Awards	Cost Share %	Cost Share (Notes)	Due Date (2004)	Maximum Award Per Application (\$ 000)	Eligibility Requirements	NEPA CX *	Links
Clean Cities – Niche Markets /AFV Fleets	01A	1,500	7 - 15	30% of the incremental cost of the AFVs		March 31	100 light duty veh.. 200 med & heavy-duty vehicles	Designated Clean Cities partnership	YES	
Clean Cities – Refueling Infrastructure	01B	1,800	7 - 12	30%	50% of non-Federal cost share in cash	April 2	150/project 250/cluster	Designated Clean Cities partnership	NO	
Clean Cities – School Buses	01C	750	3 - 4	20%	20% of non-Federal cost share in cash	March 31	100 to 200 per project	Designated Clean Cities partnership	NO	http://www.ccities.doe.gov
Clean Cities – Coalition Support	01D	600	30	50%	50% of non-Federal cost share in cash	March 29	20 to 25/project	Designated Clean Cities partnership	YES	
Clean Cities – Truck Idling	01E	200	2	50%	30% of non-Federal cost share in cash	April 2	100 per project	Designated Clean Cities partnership	YES	
Clean Cities Ferry	01F	150	1	50%		March 29	150 per project	Designated Clean Cities partnership	YES	
Clean Cities E-85 Fueling Network	01G	1,110	1	None		March 29	1,110	Designated Clean Cities partnership	NO	
Industries of the Future	02	1,000 - 2,000	7 - 15	30% required		March 29	100 - 150/project	N/A	YES	http://www.eere.energy.gov/
Building Codes & Standards	03	1,650	9 - 15	25% is required	Higher level cost share is encouraged	March 29	200/state/project	N/A	YES	
Rebuild America	04	3,700	28	20% required	Higher level of cost sharing is encouraged.	March 31	130/project	N/A	YES	http://www.rebuild.org
Building America	05	300	6	20%	50% cost share is encouraged.	March 31	100/project	N/A	YES	http://www.eere.energy.gov/buildings/building_america/

Appendix D
2004 SEP Special Projects
DE-PS26-04NT42068

Program Category	Solicitation Sub-Section	Funds Avail. (\$ 0 0 0)	Est. No. of Awards	Cost Share %	Cost Share (Notes)	Due Date (2 0 0 4)	Maximum Award Per Application (\$ 0 0 0)	Eligibility Requirements	NEPA CX *	Links
FEMP	06	400	6	No cost share required	Cost share is encouraged.	March 31	250/project	N/A	YES	http://www.eere.energy.gov/femp/
Solar Technology Program	07	250	2	50%	Higher level of cost sharing is encouraged.	April 2	100 - 150/project	N/A	NO	
Wind Energy – Tall Towers	08	250	2 - 3	50%	50% minimum	April 2	75 to 125/project	N/A	YES	
DER – CHP Apps Centers	09	800	4 - 8	20%		April 2	150 - 300/project	N/A	YES	www.chpcentermw.org and http://www.eere.energy.gov/der/chp/
Biomass	10	500	6 - 10	25% required	Higher cost share is encouraged.	April 2	50 to 75/project	N/A	YES	